MCEAS Overview

System Introduction

2012 SJA Conference

MCEAS Application Roles

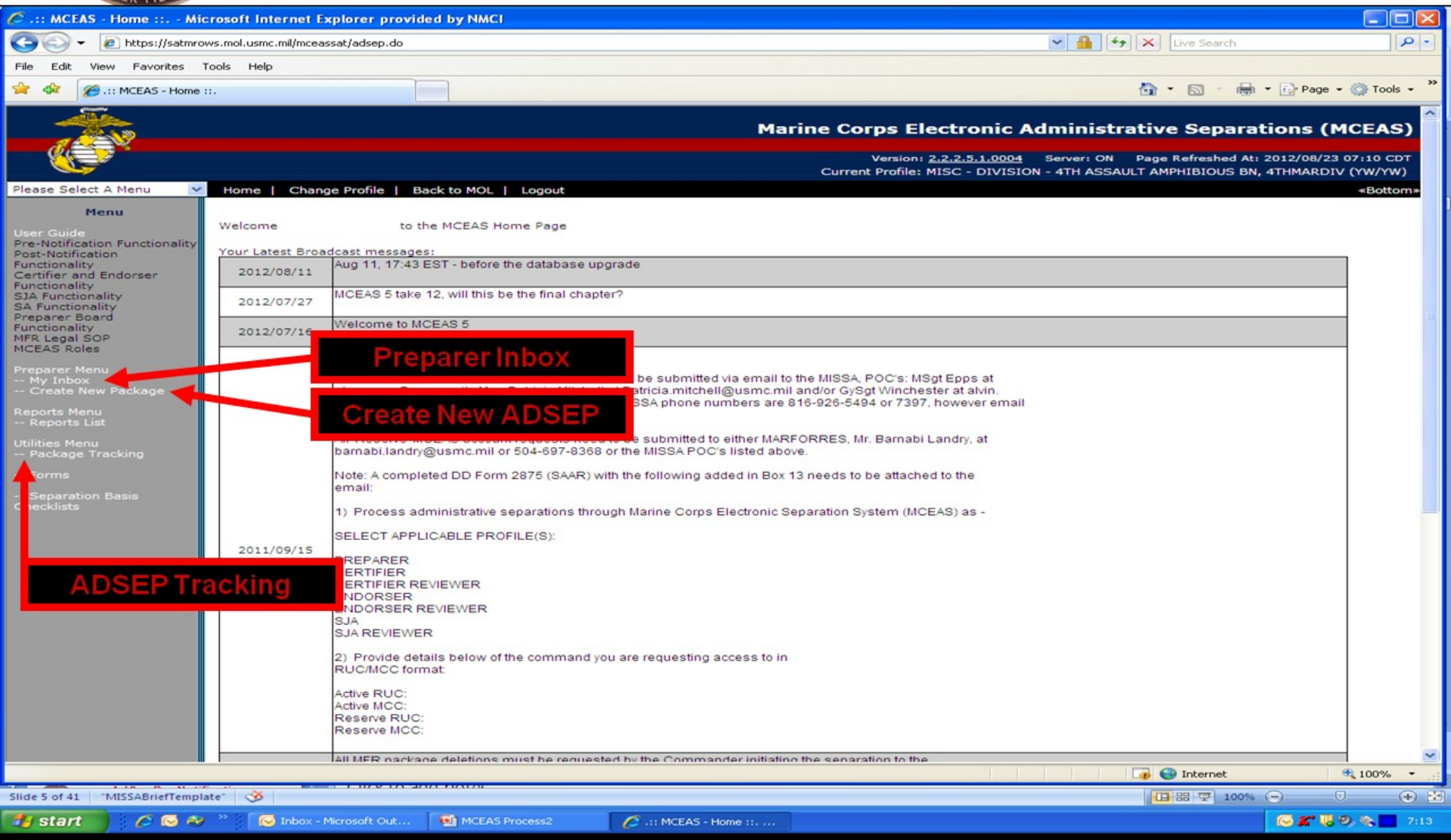
- Preparer – Marine who prepares NOSP and AdSep package for Certifier
- Certifier – CO/I-I at unit* level
- Endorser – CO/I-I above unit level
- SJA – SJA at MSC that reviews for legal sufficiency
- SA – Separation Authority

*Unit = Bn/Sqdn for Act, Co/Sqdn for Res

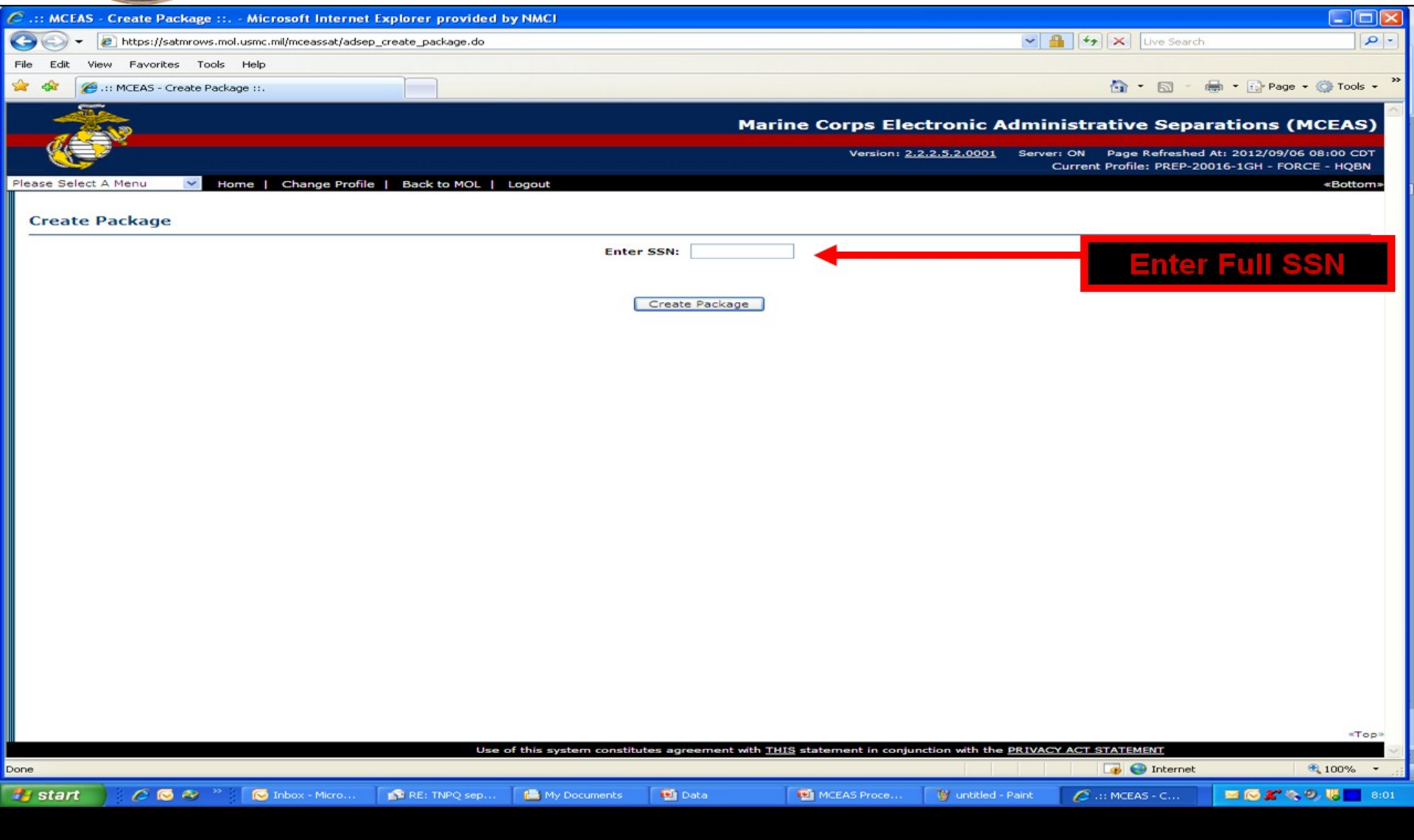
MCEAS Application Roles

PREPARER

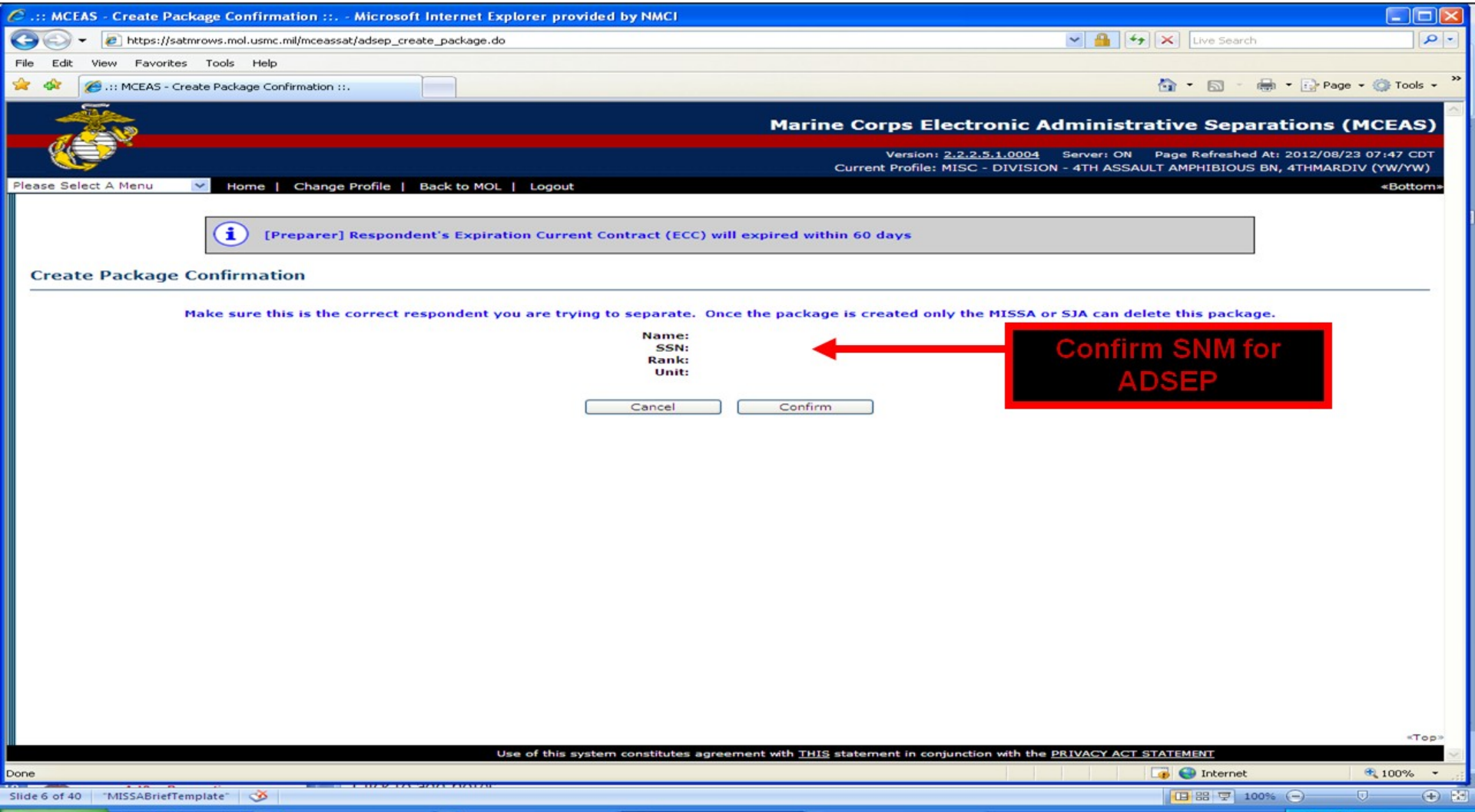
AdSep Pre-Notification



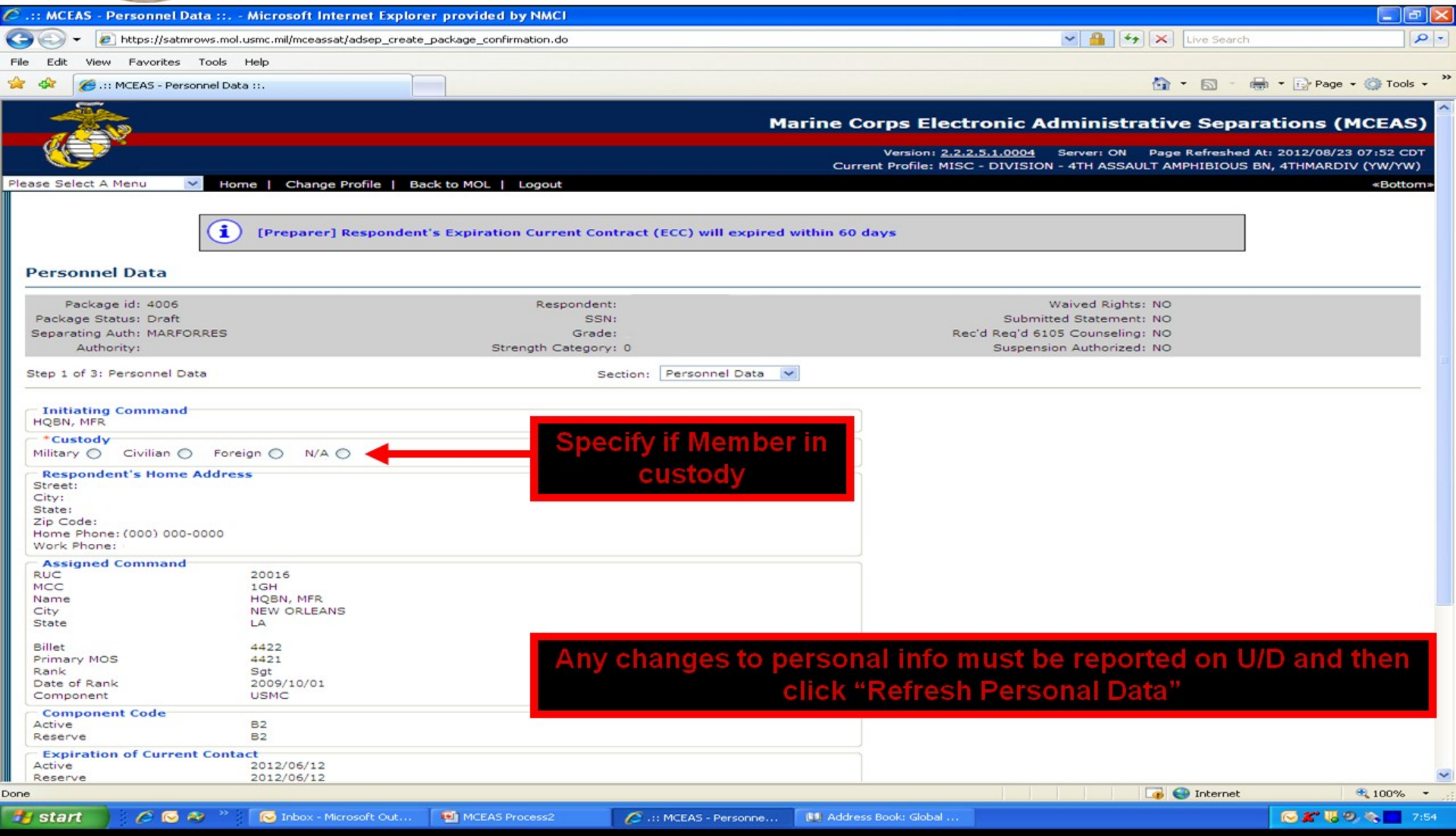
AdSep Preparation


.:: MCEAS - Create Package ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_create_package.do
File Edit View Favorites Tools Help
.:: MCEAS - Create Package ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/06 08:00 CDT
Current Profile: PREP-20016-1GH - FORCE - HQBN
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Create Package
Enter SSN:
Enter Full SSN
Create Package
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
start
Inbox - Micro...
RE: TNPQ sep...
My Documents
Data
MCEAS Proce...
untitled - Paint
.:: MCEAS - C...
8:01

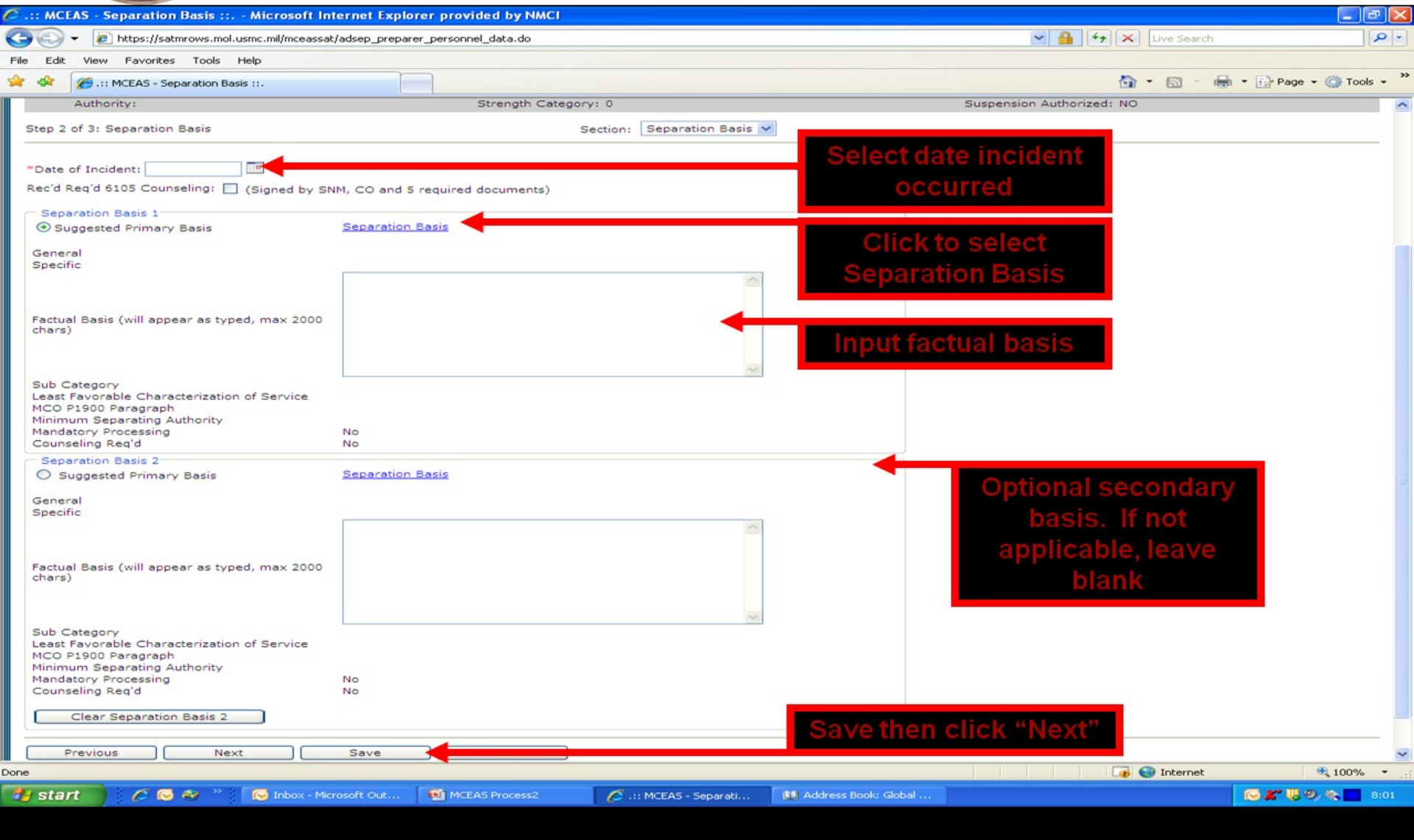
AdSep Pre-Notification


.:: MCEAS - Create Package Confirmation ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_create_package.do
File Edit View Favorites Tools Help
.:: MCEAS - Create Package Confirmation ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.1.0004 Server: ON Page Refreshed At: 2012/08/23 07:47 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
[Preparer] Respondent's Expiration Current Contract (ECC) will expired within 60 days
Create Package Confirmation
Make sure this is the correct respondent you are trying to separate. Once the package is created only the MISSA or SJA can delete this package.
Name:
SSN:
Rank:
Unit:
Cancel
Confirm
Confirm SNM for ADSEP
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
Slide 6 of 40
"MISSABriefTemplate"
start
Inbox - Microsoft Out...
MCEAS Process2
.:: MCEAS - Create P...
Address Book: Global ...
7:48

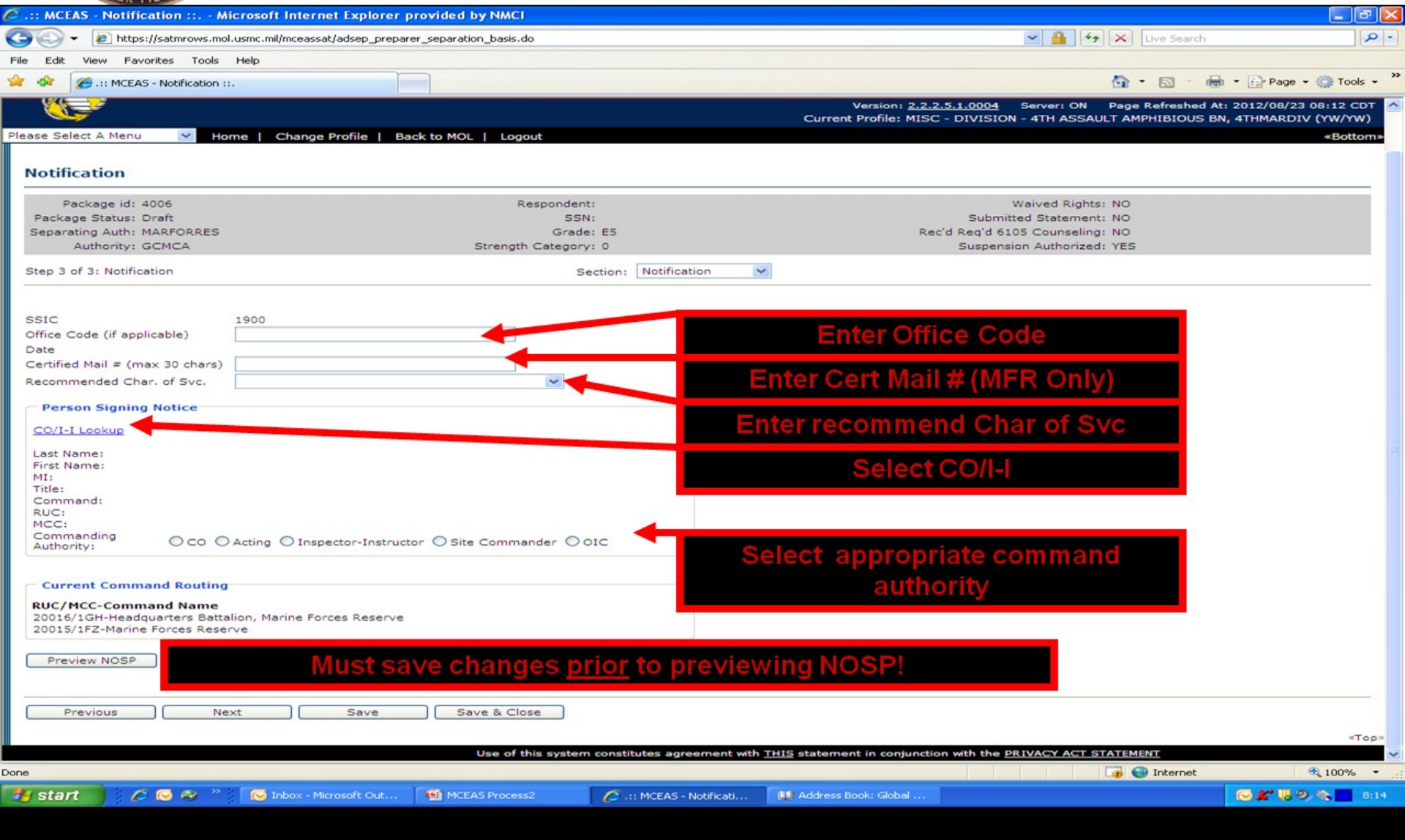
AdSep Preparation



AdSep Preparation



AdSep Pre-Notification



Enter Office Code

Enter Cert Mail # (MFR Only)

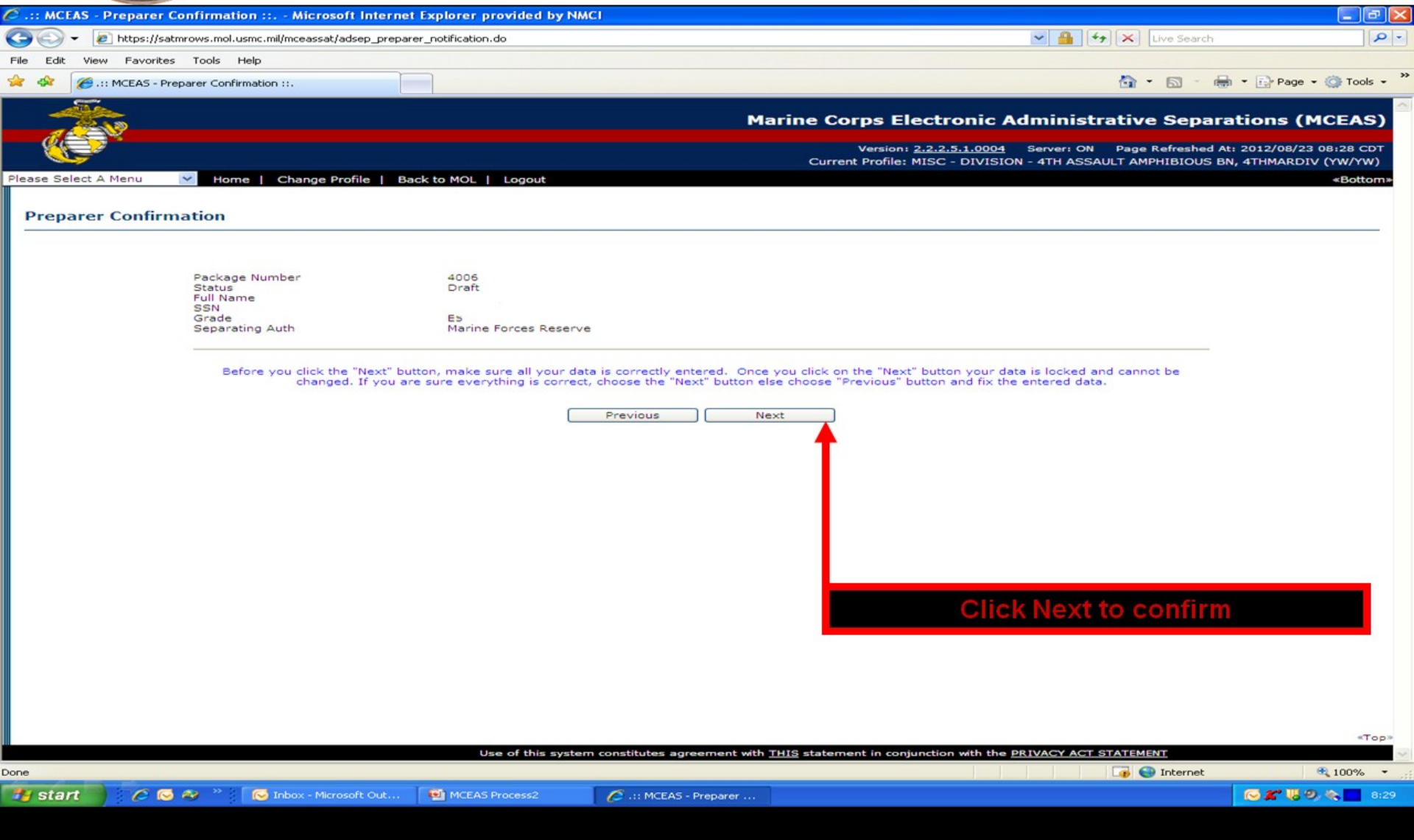
Enter recommend Char of Svc

Select CO/I-I

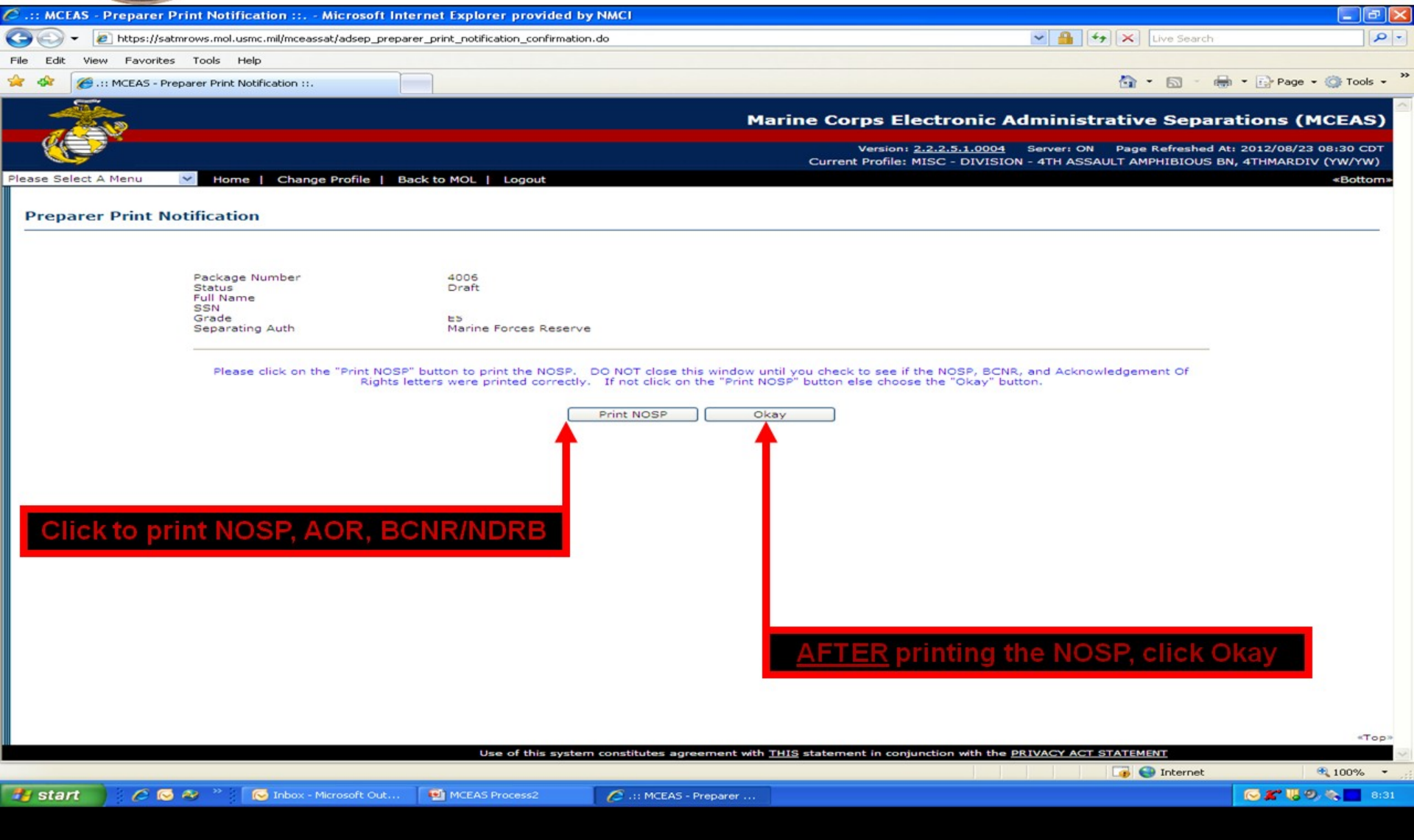
Select appropriate command authority

Must save changes prior to previewing NOSP!

AdSep Preparation


.:: MCEAS - Preparer Confirmation ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_notification.do
File Edit View Favorites Tools Help
.:: MCEAS - Preparer Confirmation ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.1.0004 Server: ON Page Refreshed At: 2012/08/23 08:28 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Preparer Confirmation
Package Number 4006
Status Draft
Full Name
SSN
Grade E5
Separating Auth Marine Forces Reserve
Before you click the "Next" button, make sure all your data is correctly entered. Once you click on the "Next" button your data is locked and cannot be changed. If you are sure everything is correct, choose the "Next" button else choose "Previous" button and fix the entered data.
Previous
Next
Click Next to confirm
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
start
Inbox - Microsoft Out...
MCEAS Process2
.:: MCEAS - Preparer ...
8:29

AdSep Preparation


.:: MCEAS - Preparer Print Notification ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_print_notification_confirmation.do
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.1.0004 Server: ON Page Refreshed At: 2012/08/23 08:30 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Preparer Print Notification
Package Number 4006
Status Draft
Full Name
SSN
Grade E5
Separating Auth Marine Forces Reserve
Please click on the "Print NOSP" button to print the NOSP. DO NOT close this window until you check to see if the NOSP, BCNR, and Acknowledgement Of Rights letters were printed correctly. If not click on the "Print NOSP" button else choose the "Okay" button.
Print NOSP
Okay
Click to print NOSP, AOR, BCNR/NDRB
AFTER printing the NOSP, click Okay
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Notification of Separation Proceedings

AdsepNoticeOfSeparationAggrLetters[1].pdf - Adobe Reader

File Edit View Window Help

1 / 10 130% Comment

UNITED STATES MARINE CORPS
Headquarters Battalion, Marine Forces Reserve
4400 Dauphine Street
NEW ORLEANS, LA 70146-0000

IN REPLY REFER TO:
1910
SJA
23 Aug 12

CERTIFIED # 11111111111111111

From: Commanding Officer, Headquarters Battalion, Marine Forces Reserve, 4400 Dauphine Street, NEW ORLEANS, LA 70146-0000
To: Sergeant , USMC

Subj: NOTIFICATION OF SEPARATION PROCEEDINGS (BOARD CASE)

Ref: (a) MCO P1900.16 (MARCORSEPMAN)

Encl: (1) Purpose and Scope of the BCNR and NDRB
(2) Acknowledgement of Respondent's Rights

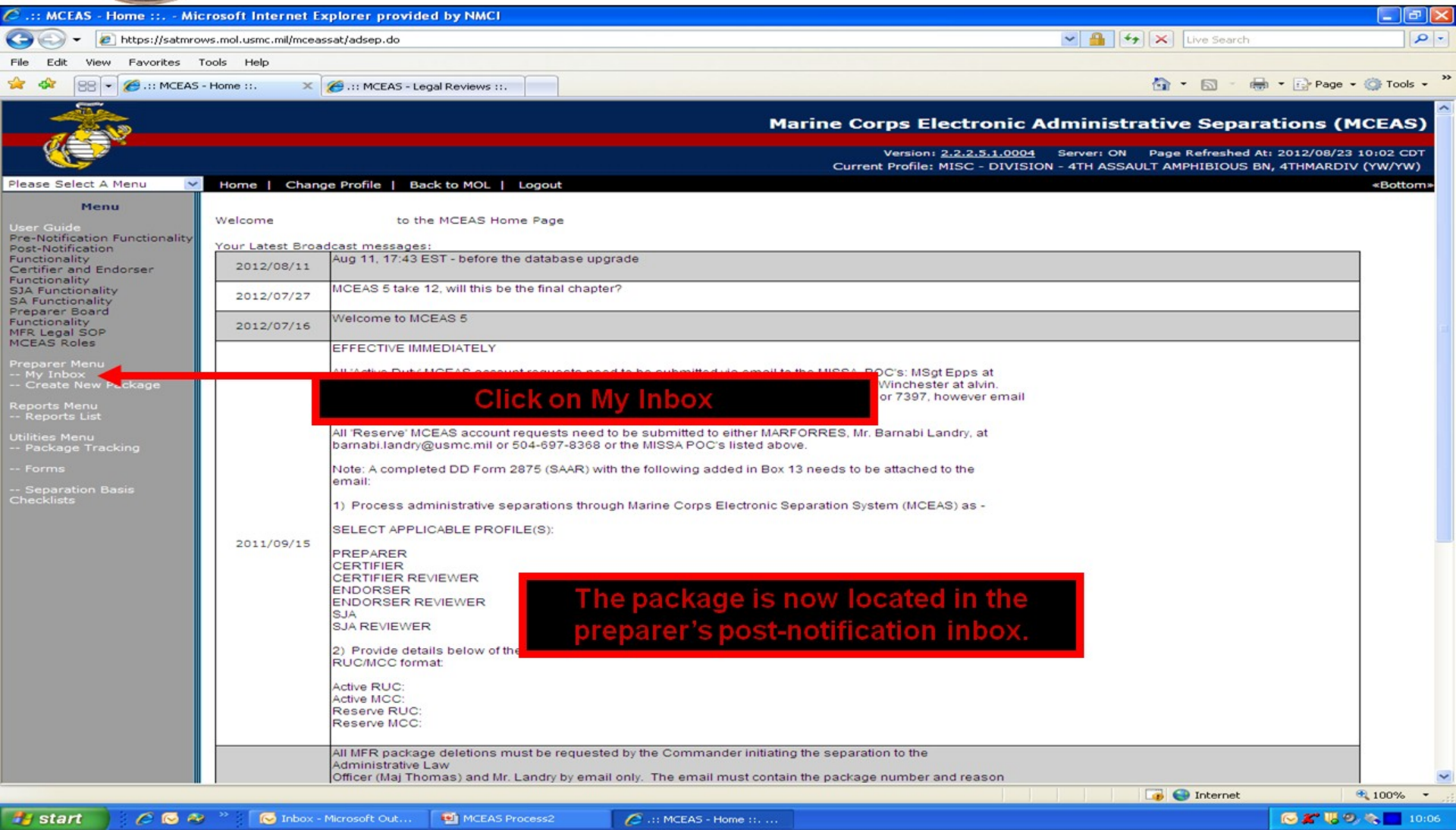
1. You are hereby notified that I intend to recommend to the Commander, Marine Forces Reserve that you be discharged from the U.S. Marine Corps / U.S. Marine Corps Reserve in accordance with paragraph(s) 6210.5 of the reference by reason of:

a. Primary Basis
(1) GENERAL BASIS: Misconduct
(2) SPECIFIC BASIS: Drug Abuse
(3) FACTUAL BASIS: Sgt test positive on urinalysis for MDMA on 23 August 2012 in violation of the Marine Corps drug policy.

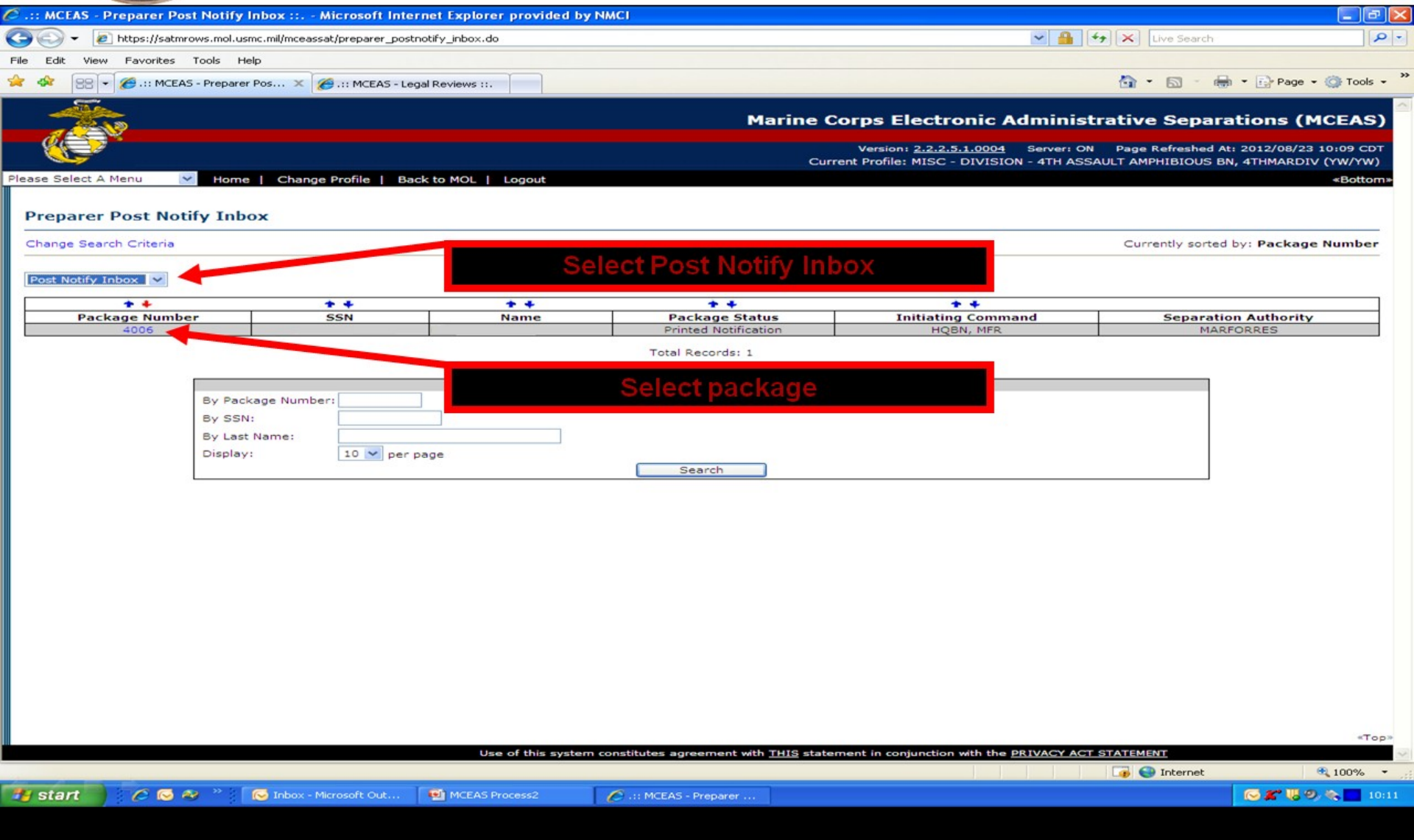
2. The least favorable characterization of service which you may receive is Other Than Honorable. Although the Commander, Marine Forces Reserve will make the determination of characterization if you are separated, I am recommending you receive an Other Than Honorable characterization of service.

start Inbox - Microsoft Out... MCEAS Process2 .:: MCEAS - Preparer ... AdsepNoticeOfSepar... 8:37

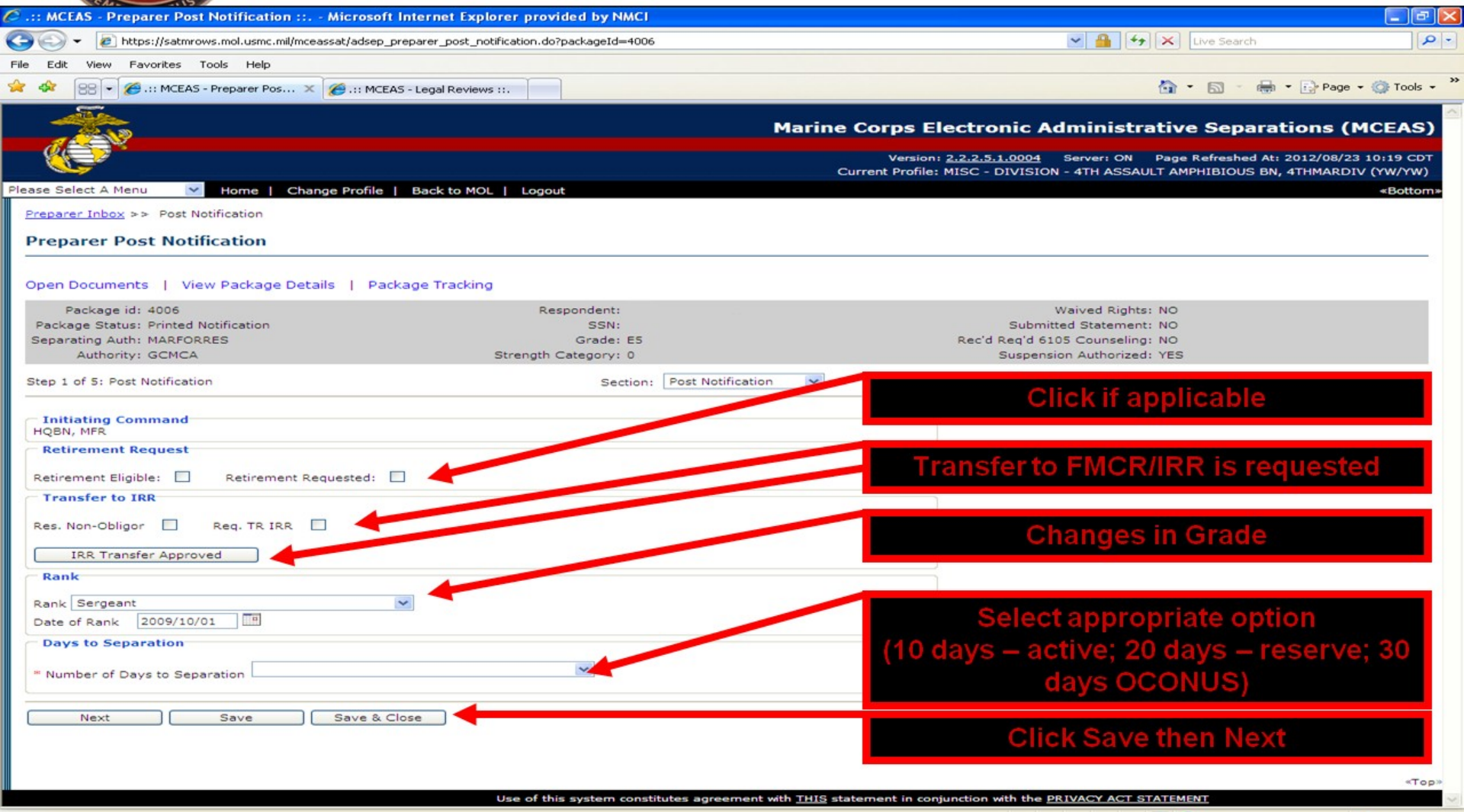
AdSep Post Notification


.:: MCEAS - Home ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep.do
File Edit View Favorites Tools Help
.:: MCEAS - Home ::.
.:: MCEAS - Legal Reviews ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.1.0004 Server: ON Page Refreshed At: 2012/08/23 10:02 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Menu
User Guide
Pre-Notification Functionality
Post-Notification Functionality
Certifier and Endorser Functionality
SJA Functionality
SA Functionality
Preparer Board Functionality
MFR Legal SOP
MCEAS Roles
Preparer Menu
-- My Inbox
-- Create New Package
Reports Menu
-- Reports List
Utilities Menu
-- Package Tracking
-- Forms
-- Separation Basis Checklists
Welcome to the MCEAS Home Page
Your Latest Broadcast messages:
2012/08/11 Aug 11, 17:43 EST - before the database upgrade
2012/07/27 MCEAS 5 take 12, will this be the final chapter?
2012/07/16 Welcome to MCEAS 5
2011/09/15 EFFECTIVE IMMEDIATELY
All 'Reserve' MCEAS account requests need to be submitted to either MARFORRES, Mr. Barnabi Landry, at barnabi.landry@usmc.mil or 504-697-8368 or the MISSA POC's listed above.
Note: A completed DD Form 2875 (SAAR) with the following added in Box 13 needs to be attached to the email:
1) Process administrative separations through Marine Corps Electronic Separation System (MCEAS) as -
SELECT APPLICABLE PROFILE(S):
PREPARER
CERTIFIER
CERTIFIER REVIEWER
ENDORSER
ENDORSER REVIEWER
SJA
SJA REVIEWER
2) Provide details below of the
RUC/MCC format:
Active RUC:
Active MCC:
Reserve RUC:
Reserve MCC:
All MFR package deletions must be requested by the Commander initiating the separation to the Administrative Law
Officer (Maj Thomas) and Mr. Landry by email only. The email must contain the package number and reason
Click on My Inbox
The package is now located in the preparer's post-notification inbox.
start
Inbox - Microsoft Out...
MCEAS Process2
.:: MCEAS - Home ::. ...
10:06

AdSep Post Notification



AdSep Post Notification



Click if applicable

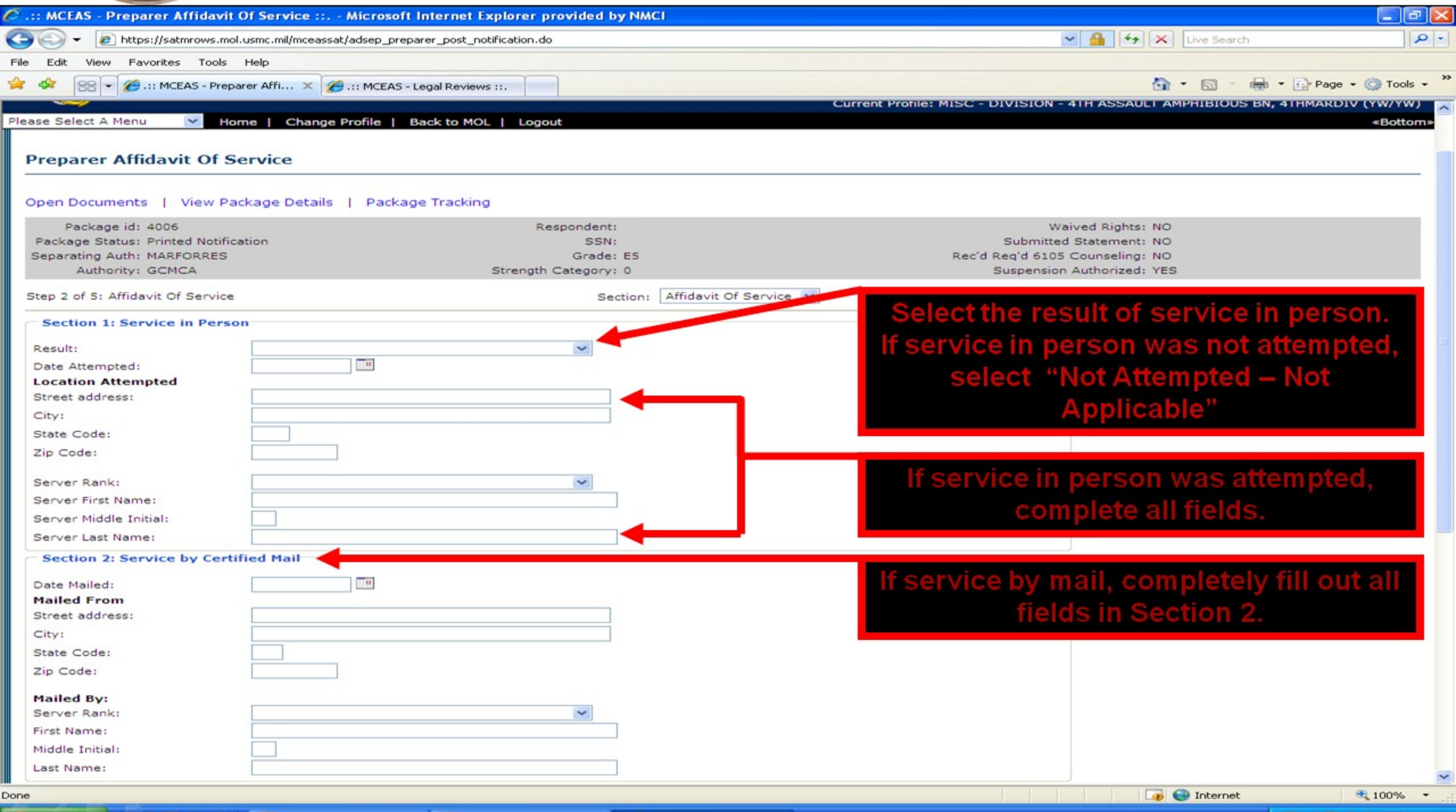
Transfer to FMCR/IRR is requested

Changes in Grade

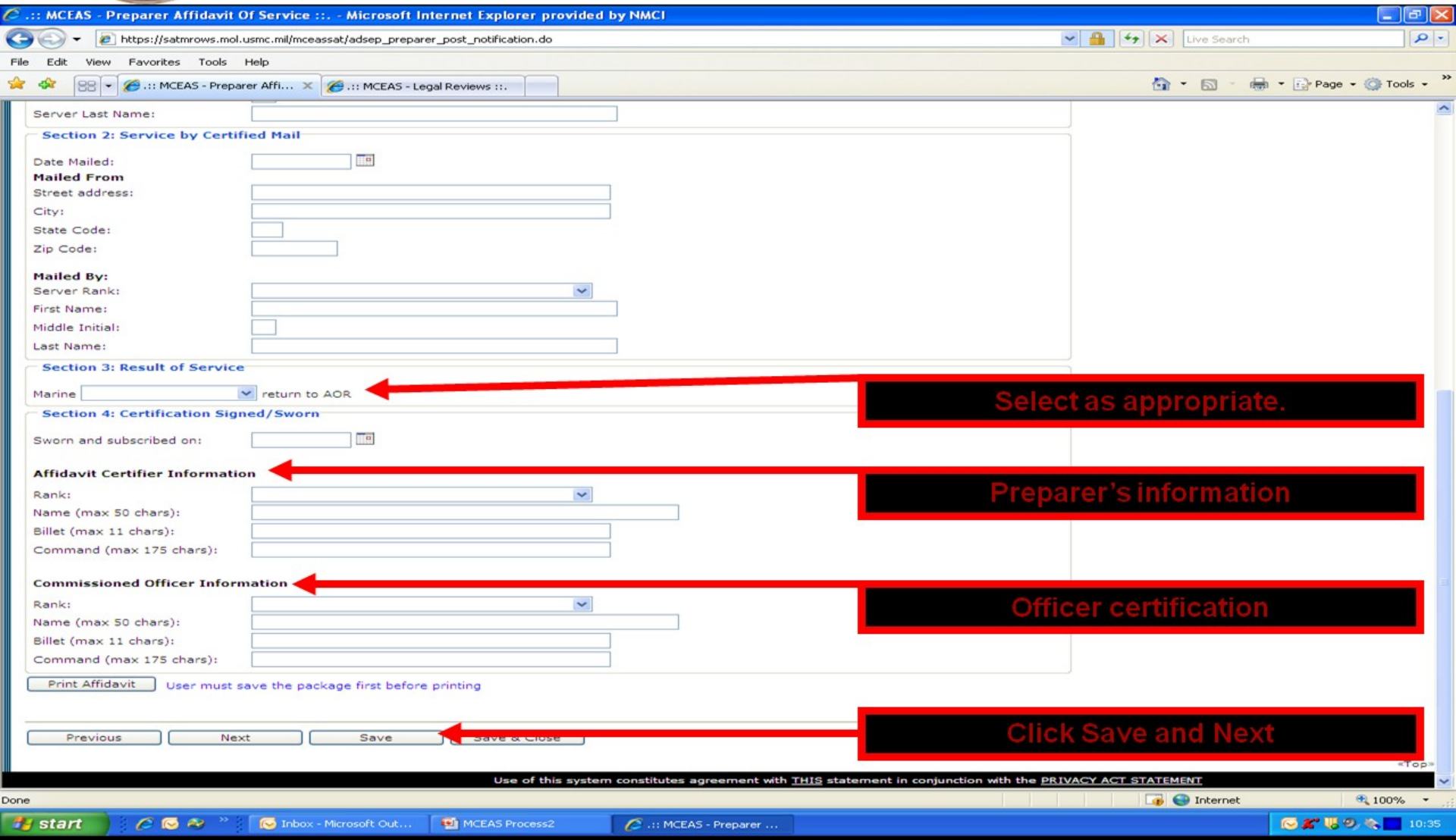
Select appropriate option
(10 days – active; 20 days – reserve; 30 days OCONUS)

Click Save then Next

AdSep Post-Notification



AdSep Post-Notification



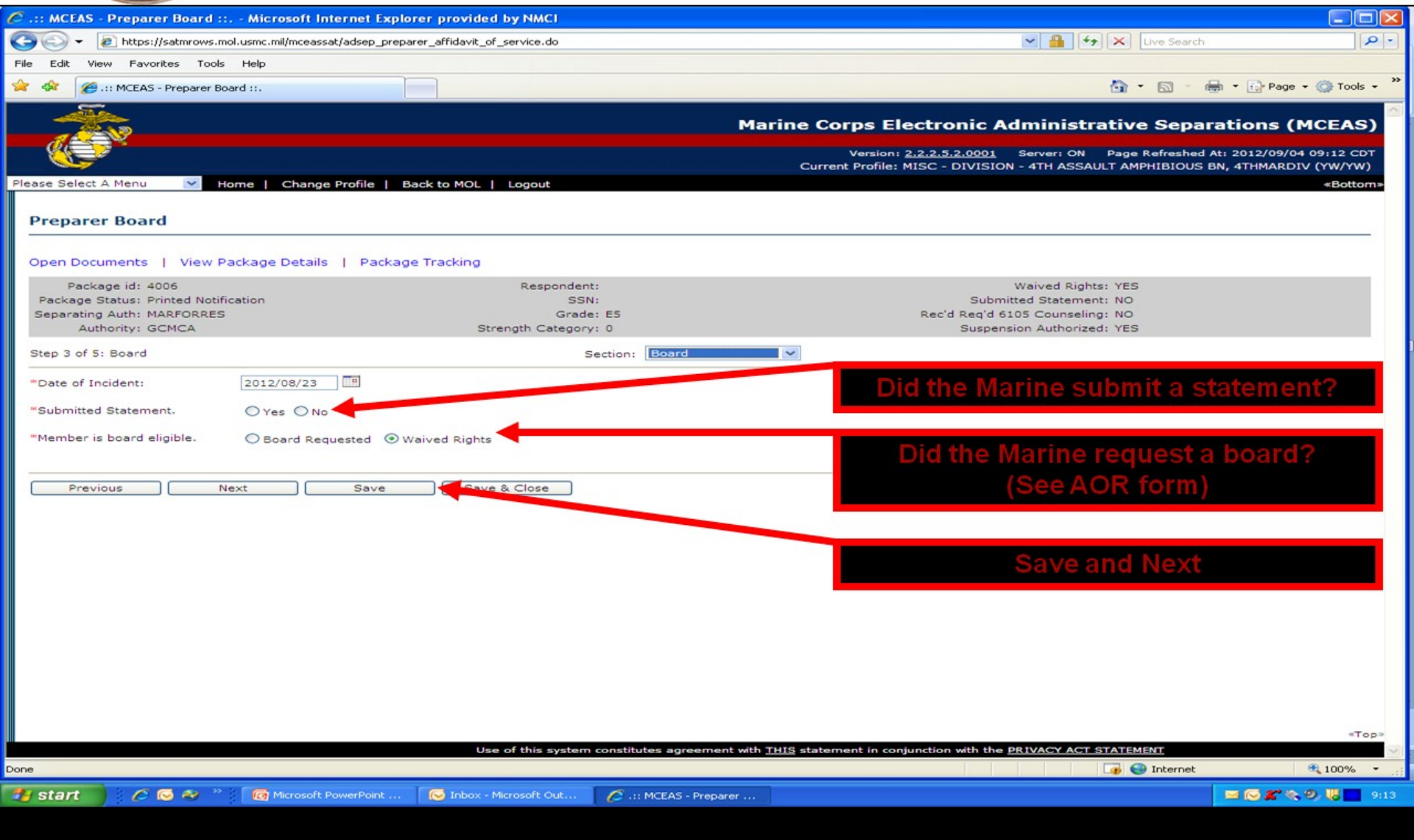
Select as appropriate.

Preparer's information

Officer certification

Click Save and Next

AdSep Post-Notification

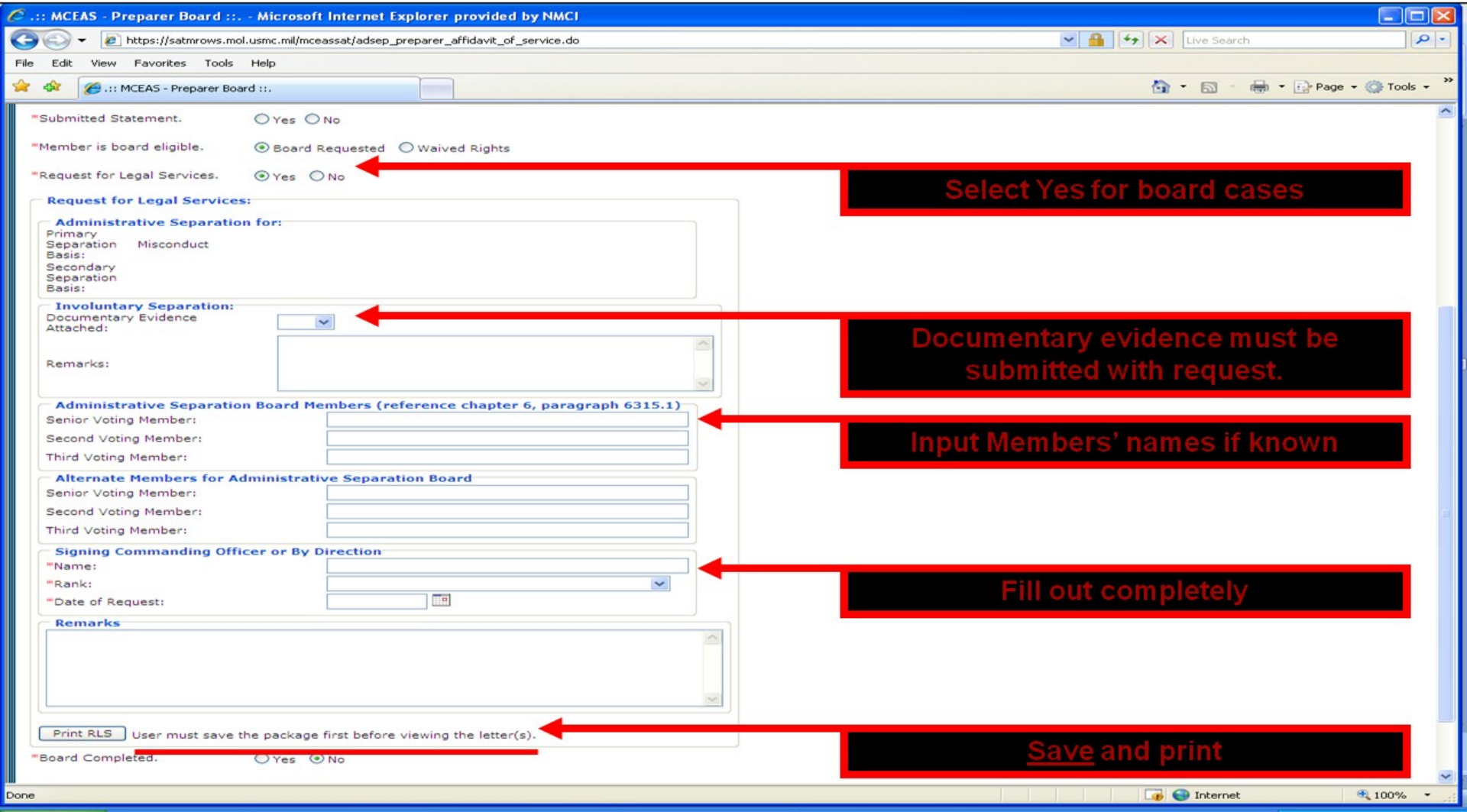

.:: MCEAS - Preparer Board ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_affidavit_of_service.do
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 09:12 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu | Home | Change Profile | Back to MOL | Logout
Preparer Board
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: YES
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 3 of 5: Board
Section: Board
*Date of Incident: 2012/08/23
*Submitted Statement. Yes No
*Member is board eligible. Board Requested Waived Rights
Previous
Next
Save
Save & Close
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
start
Microsoft PowerPoint ...
Inbox - Microsoft Out...
.:: MCEAS - Preparer ...
9:13

Did the Marine submit a statement?

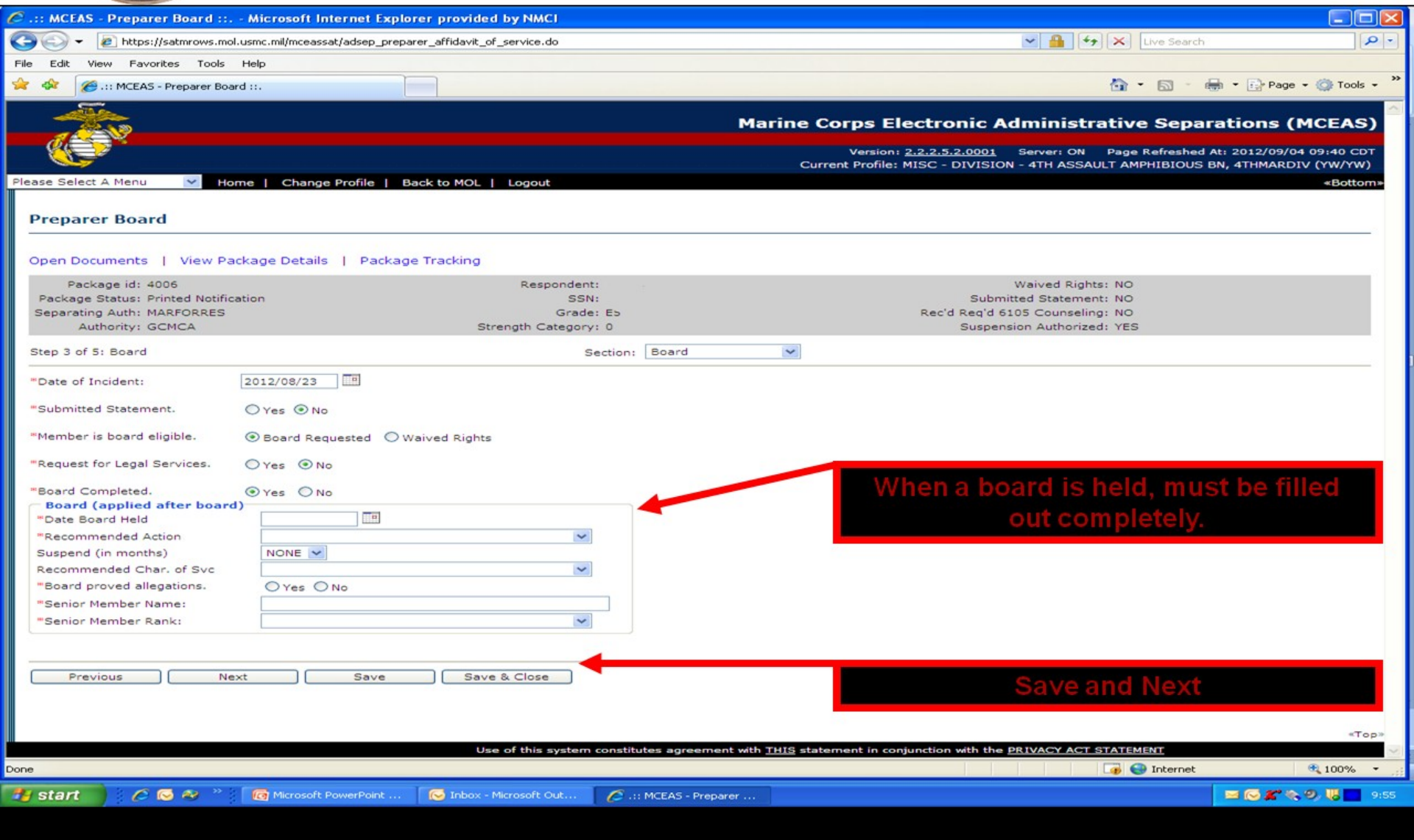
Did the Marine request a board? (See AOR form)

Save and Next

AdSep Post-Notification


.:: MCEAS - Preparer Board ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_affidavit_of_service.do
File Edit View Favorites Tools Help
.:: MCEAS - Preparer Board ::.
*Submitted Statement. Yes No
*Member is board eligible. Board Requested Waived Rights
*Request for Legal Services. Yes No
Request for Legal Services:
Administrative Separation for:
Primary Separation Basis: Misconduct
Secondary Separation Basis:
Involuntary Separation:
Documentary Evidence Attached:
Remarks:
Administrative Separation Board Members (reference chapter 6, paragraph 6315.1)
Senior Voting Member:
Second Voting Member:
Third Voting Member:
Alternate Members for Administrative Separation Board
Senior Voting Member:
Second Voting Member:
Third Voting Member:
Signing Commanding Officer or By Direction
*Name:
*Rank:
*Date of Request:
Remarks
Print RLS
User must save the package first before viewing the letter(s).
*Board Completed. Yes No
Select Yes for board cases
Documentary evidence must be submitted with request.
Input Members' names if known
Fill out completely
Save and print

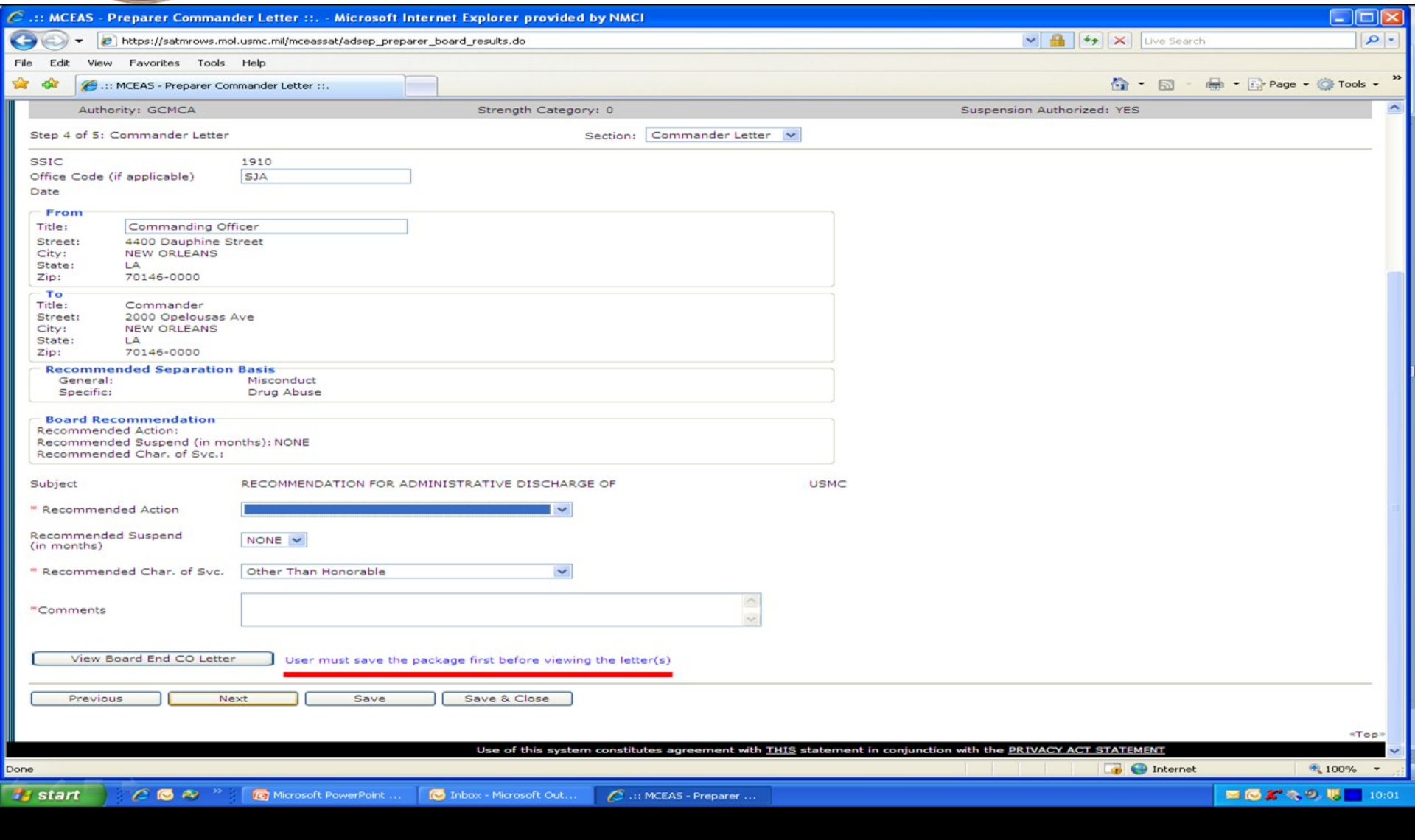
AdSep Post-Notification


.:: MCEAS - Preparer Board ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_affidavit_of_service.do
File Edit View Favorites Tools Help
.:: MCEAS - Preparer Board ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 09:40 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu | Home | Change Profile | Back to MOL | Logout
«Bottom»
Preparer Board
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: NO
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 3 of 5: Board
Section: Board
*Date of Incident: 2012/08/23
*Submitted Statement. Yes No
*Member is board eligible. Board Requested Waived Rights
*Request for Legal Services. Yes No
*Board Completed. Yes No
Board (applied after board)
*Date Board Held
*Recommended Action
Suspend (in months) NONE
Recommended Char. of Svc
*Board proved allegations. Yes No
*Senior Member Name:
*Senior Member Rank:
Previous Next Save Save & Close
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
start
Microsoft PowerPoint ...
Inbox - Microsoft Out...
.:: MCEAS - Preparer ...
9:55

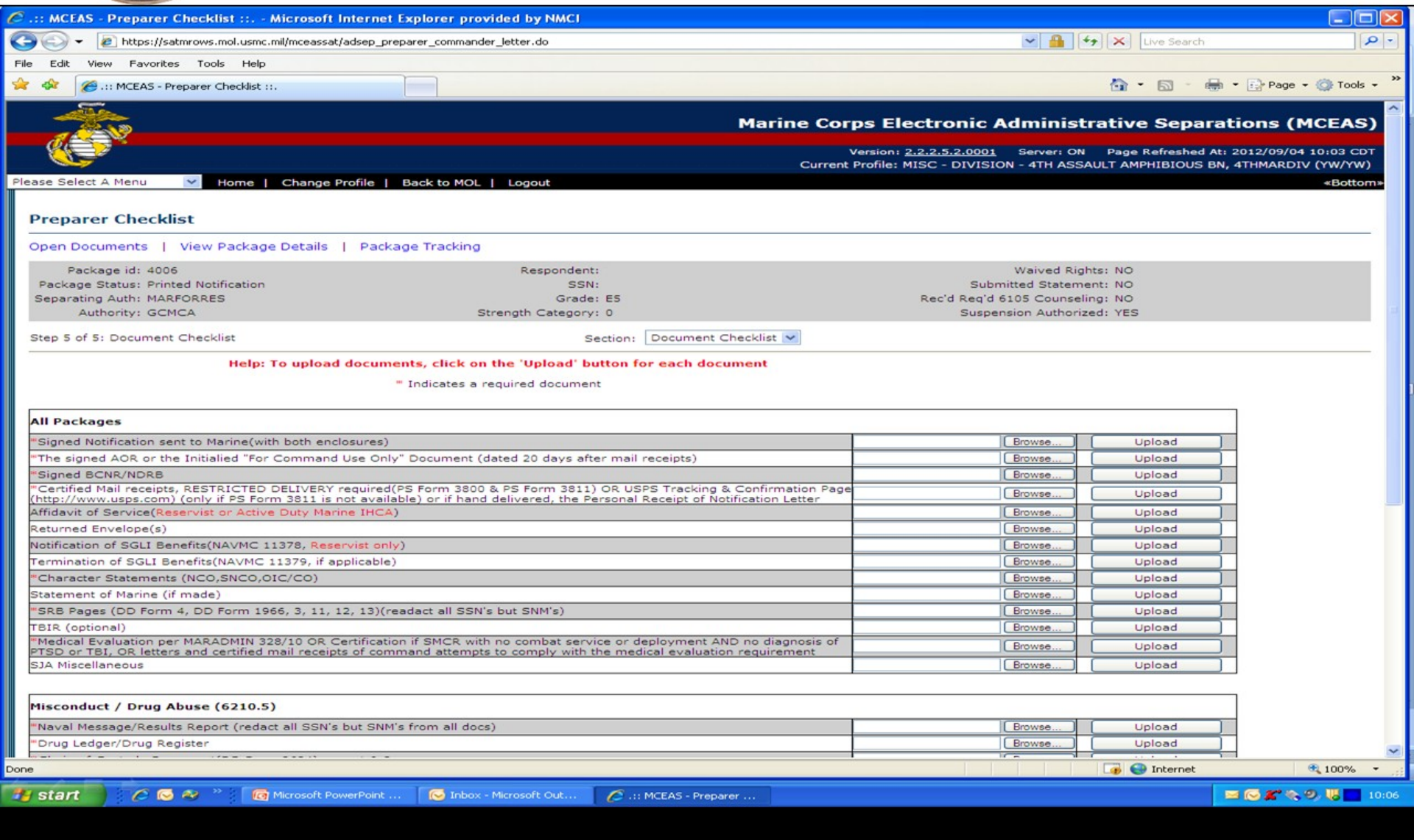
When a board is held, must be filled out completely.

Save and Next

Commander's Notification



AdSep Post-Notification


.:: MCEAS - Preparer Checklist ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_preparer_commander_letter.do
File Edit View Favorites Tools Help
.:: MCEAS - Preparer Checklist ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 10:03 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu Home | Change Profile | Back to MOL | Logout «Bottom»
Preparer Checklist
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: NO
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 5 of 5: Document Checklist
Section: Document Checklist
Help: To upload documents, click on the 'Upload' button for each document
* Indicates a required document
All Packages
*Signed Notification sent to Marine(with both enclosures)
*The signed AOR or the Initialied "For Command Use Only" Document (dated 20 days after mail receipts)
*Signed BCNR/NDRB
*Certified Mail receipts, RESTRICTED DELIVERY required(PS Form 3800 & PS Form 3811) OR USPS Tracking & Confirmation Page (http://www.usps.com) (only if PS Form 3811 is not available) or if hand delivered, the Personal Receipt of Notification Letter
Affidavit of Service(Reservist or Active Duty Marine IHCA)
Returned Envelope(s)
Notification of SGLI Benefits(NAVMC 11378, Reservist only)
Termination of SGLI Benefits(NAVMC 11379, if applicable)
*Character Statements (NCO,SNCO,OIC/CO)
Statement of Marine (if made)
*SRB Pages (DD Form 4, DD Form 1966, 3, 11, 12, 13)(readact all SSN's but SNM's)
TBIR (optional)
*Medical Evaluation per MARADMIN 328/10 OR Certification if SMCR with no combat service or deployment AND no diagnosis of PTSD or TBI, OR letters and certified mail receipts of command attempts to comply with the medical evaluation requirement
SJA Miscellaneous
Browse... Upload
Misconduct / Drug Abuse (6210.5)
*Naval Message/Results Report (redact all SSN's but SNM's from all docs)
*Drug Ledger/Drug Register
Done
Internet
100%
start
Microsoft PowerPoint ...
Inbox - Microsoft Out...
.:: MCEAS - Preparer ...
10:06

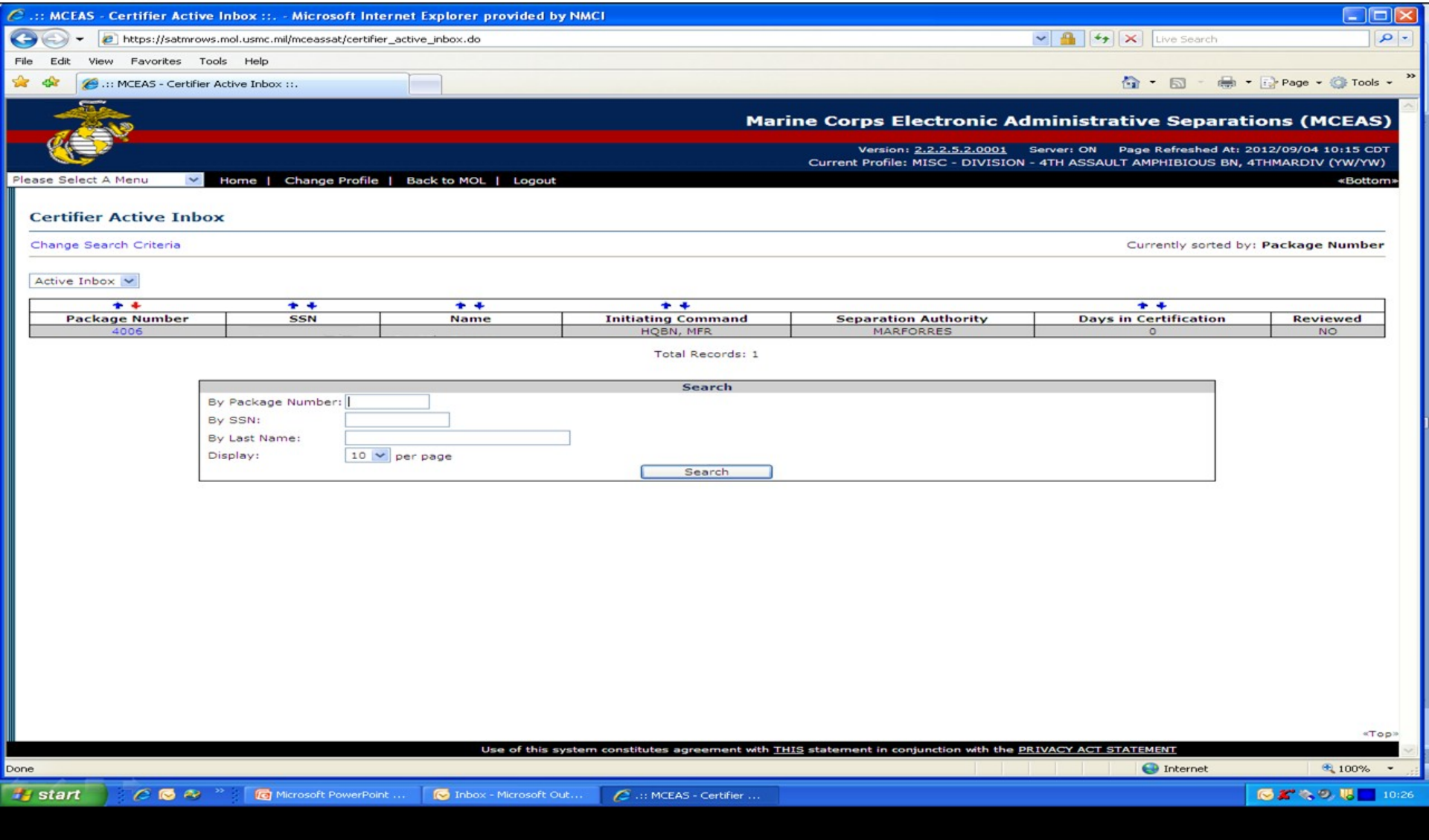
Scanning and Uploading

- Utilize .pdf format for all docs
- Upload scanned docs to appropriate link in AdSep module

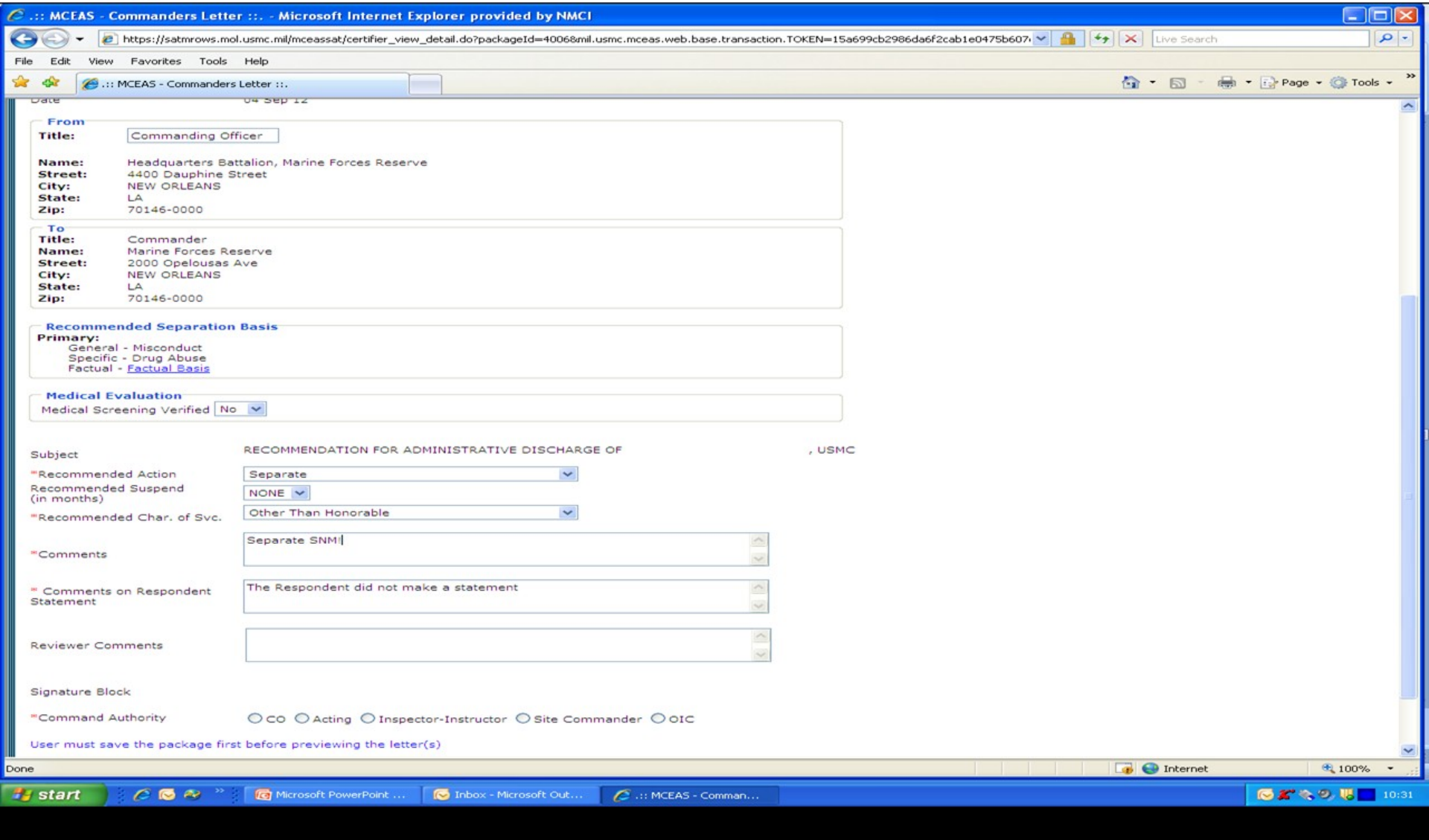
MCEAS Application Roles

CERTIFIER

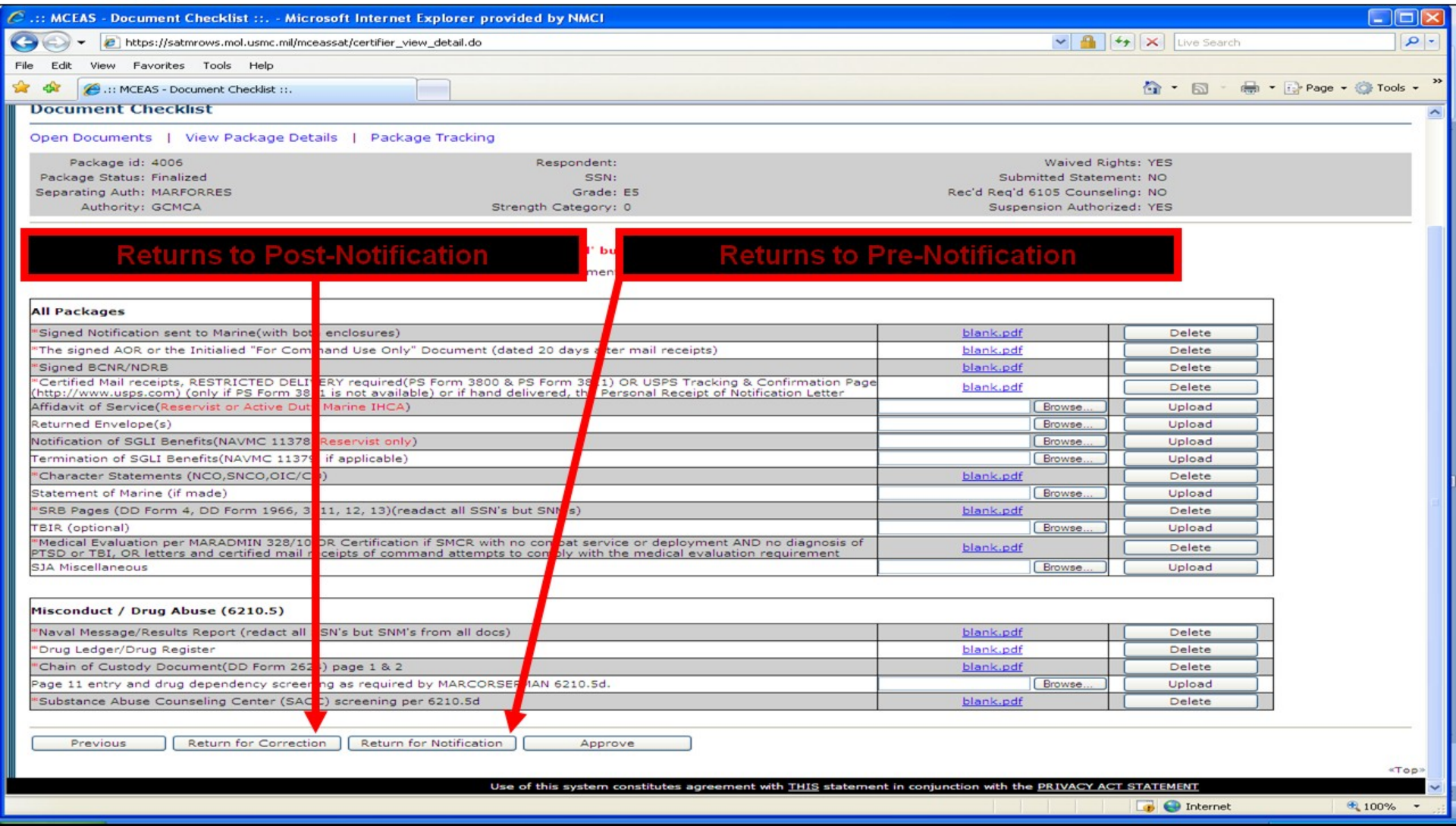
Certifier


.:: MCEAS - Certifier Active Inbox ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/certifier_active_inbox.do
File Edit View Favorites Tools Help
.:: MCEAS - Certifier Active Inbox ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 10:15 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu | Home | Change Profile | Back to MOL | Logout «Bottom»
Certifier Active Inbox
Change Search Criteria
Currently sorted by: Package Number
Active Inbox
Package Number | SSN | Name | Initiating Command | Separation Authority | Days in Certification | Reviewed
4006 HQBN, MFR MARFORRES 0 NO
Total Records: 1
Search
By Package Number:
By SSN:
By Last Name:
Display: 10 per page
Search
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Done
Internet
100%
start
Microsoft PowerPoint ...
Inbox - Microsoft Out...
.:: MCEAS - Certifier ...
10:26

Certifier


.:: MCEAS - Commanders Letter ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/certifier_view_detail.do?packageId=40068mil.usmc.mceas.web.base.transaction.TOKEN=15a699cb2986da6f2cab1e0475b607
File Edit View Favorites Tools Help
.:: MCEAS - Commanders Letter ::.
Page Tools
Date 04 Sep 12
From
Title: Commanding Officer
Name: Headquarters Battalion, Marine Forces Reserve
Street: 4400 Dauphine Street
City: NEW ORLEANS
State: LA
Zip: 70146-0000
To
Title: Commander
Name: Marine Forces Reserve
Street: 2000 Opelousas Ave
City: NEW ORLEANS
State: LA
Zip: 70146-0000
Recommended Separation Basis
Primary:
General - Misconduct
Specific - Drug Abuse
Factual - Factual Basis
Medical Evaluation
Medical Screening Verified No
Subject RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF , USMC
*Recommended Action Separate
Recommended Suspend (in months) NONE
*Recommended Char. of Svc. Other Than Honorable
*Comments Separate SNM
* Comments on Respondent Statement The Respondent did not make a statement
Reviewer Comments
Signature Block
*Command Authority CO Acting Inspector-Instructor Site Commander OIC
User must save the package first before previewing the letter(s)
Done
Internet
100%
start
Microsoft PowerPoint ...
Inbox - Microsoft Out...
.:: MCEAS - Comman...
10:31

Certifier


.:: MCEAS - Document Checklist ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/certifier_view_detail.do
File Edit View Favorites Tools Help
.:: MCEAS - Document Checklist ::.
Page Tools
Document Checklist
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Finalized
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: YES
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Returns to Post-Notification
Returns to Pre-Notification
All Packages
*Signed Notification sent to Marine(with bot enclosures)
*The signed AOR or the Initialied "For Com hand Use Only" Document (dated 20 days ter mail receipts)
*Signed BCNR/NDRB
*Certified Mail receipts, RESTRICTED DELI ERY required(PS Form 3800 & PS Form 38 1) OR USPS Tracking & Confirmation Page (http://www.usps.com) (only if PS Form 38 1 is not available) or if hand delivered, th Personal Receipt of Notification Letter
Affidavit of Service(Reservist or Active Dut Marine IHCA)
Returned Envelope(s)
Notification of SGLI Benefits(NAVMC 11378 Reservist only)
Termination of SGLI Benefits(NAVMC 1137 if applicable)
*Character Statements (NCO,SNCO,OIC/C)
Statement of Marine (if made)
*SRB Pages (DD Form 4, DD Form 1966, 3 11, 12, 13)(readact all SSN's but SN s)
TBIR (optional)
*Medical Evaluation per MARADMIN 328/10 OR Certification if SMCR with no co bat service or deployment AND no diagnosis of PTSD or TBI, OR letters and certified mail r ceipts of command attempts to co ply with the medical evaluation requirement
SJA Miscellaneous
blank.pdf
Browse...
Upload
Delete
Misconduct / Drug Abuse (6210.5)
*Naval Message/Results Report (redact all SN's but SNM's from all docs)
*Drug Ledger/Drug Register
*Chain of Custody Document(DD Form 262) page 1 & 2
Page 11 entry and drug dependency screen ng as required by MARCORSE MAN 6210.5d.
*Substance Abuse Counseling Center (SAC C) screening per 6210.5d
Previous
Return for Correction
Return for Notification
Approve
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Internet
100%

Commander's Letter

AdsepCmdOfficerLetter[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130% Comment

UNITED STATES MARINE CORPS
Headquarters Battalion, Marine Forces Reserve
4400 Dauphine Street
NEW ORLEANS, LA 70146-0000

IN REPLY REFER TO:
1910
SJA
04 Sep 12

From: Commanding Officer, Headquarters Battalion, Marine Forces Reserve, 4400 Dauphine Street, NEW ORLEANS, LA 70146-0000

To: Commander, Marine Forces Reserve, 2000 Opelousas Ave, NEW ORLEANS, LA 70146-0000

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF SERGEANT USMC

Ref: (a) MCO P1900.16 (MARCORSEPMAN)
(b) MARADMIN 328/10

Encl: (1) Notification of Separation Proceedings
(2) Acknowledgment of Rights
(3) Purpose and Scope of BCNR and NDRB
(4) Personal Receipt of Notification of Separation Proceedings
(5) Supporting Documents

1. I recommend that be separated from the United States Marine Corps with an Other Than Honorable characterization of service.

2. Per the references, the notification package (enclosures (1), (2), and (3)) was delivered in person to the Marine or was sent by certified mail. See enclosure (4).

3. Enclosure (5) includes pages from the service record book and documentation supporting the basis for separation. Separate SNM!

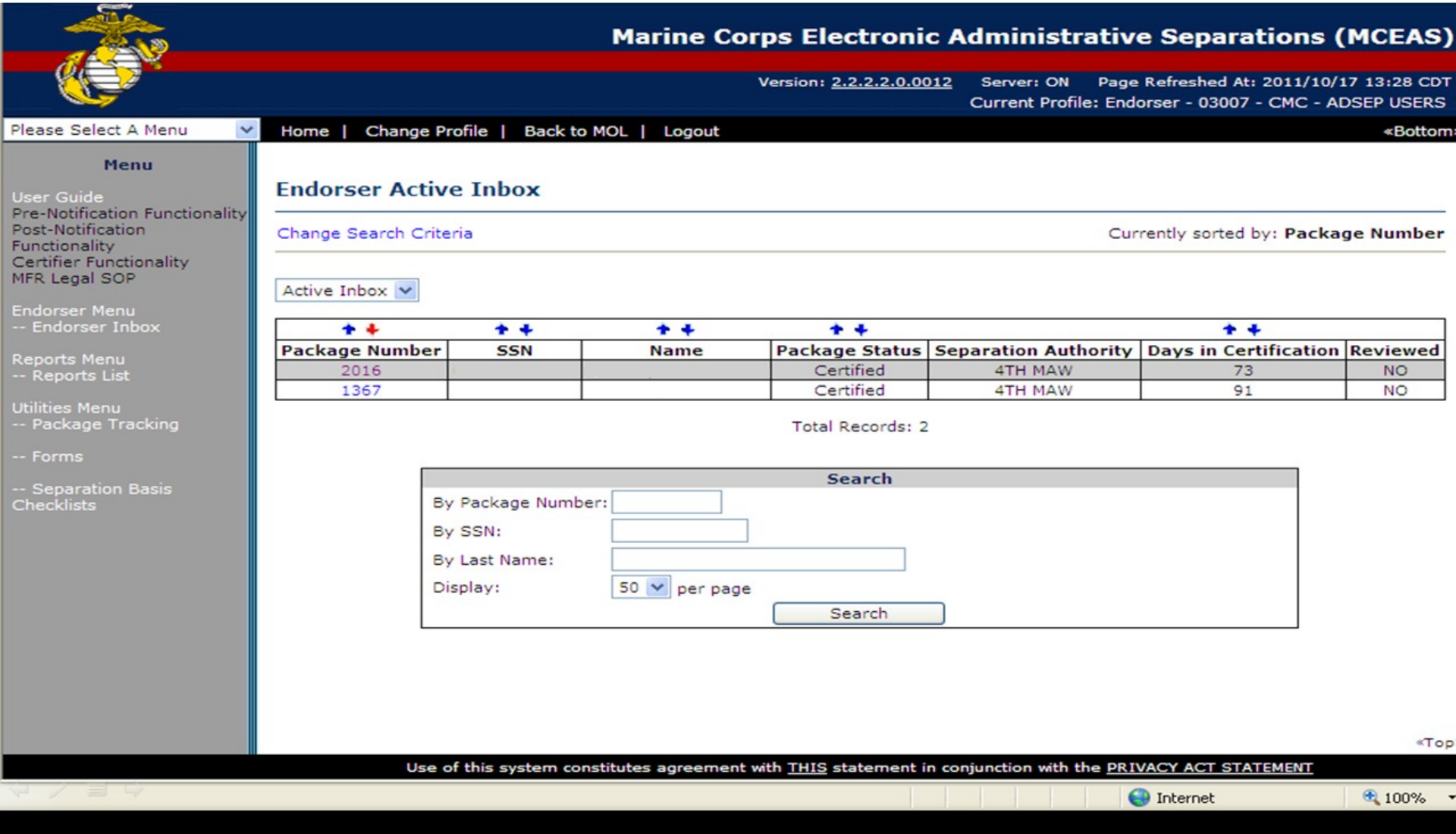
4. The Marine submitted no statement.

start Microsoft PowerPoint ... Misc in Archive Folder... ::: MCEAS - Comman... AdsepCmdOfficerLett... 11:39

MCEAS Application Roles

ENDORSER

Endorser


Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.2.0.0012 Server: ON Page Refreshed At: 2011/10/17 13:28 CDT
Current Profile: Endorser - 03007 - CMC - ADSEP USERS
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom
Menu
User Guide
Pre-Notification Functionality
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Certifier Functionality
MFR Legal SOP
Endorser Menu
-- Endorser Inbox
Reports Menu
-- Reports List
Utilities Menu
-- Package Tracking
-- Forms
-- Separation Basis Checklists
Endorser Active Inbox
Change Search Criteria
Currently sorted by: Package Number
Active Inbox
Package Number
SSN
Name
Package Status
Separation Authority
Days in Certification
Reviewed
2016
Certified
4TH MAW
73
NO
1367
Certified
4TH MAW
91
NO
Total Records: 2
Search
By Package Number:
By SSN:
By Last Name:
Display:
50
per page
Search
«Top
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Internet
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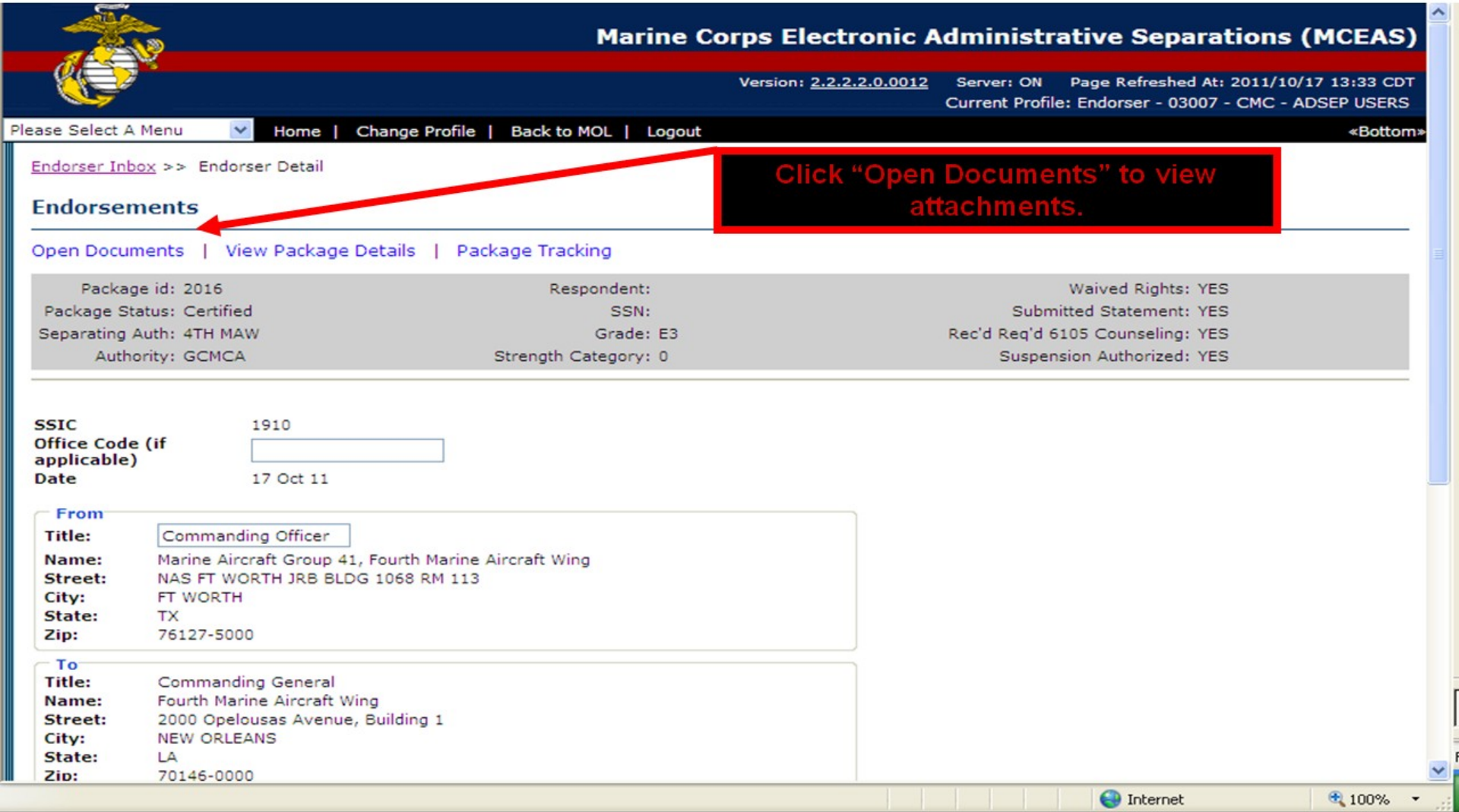
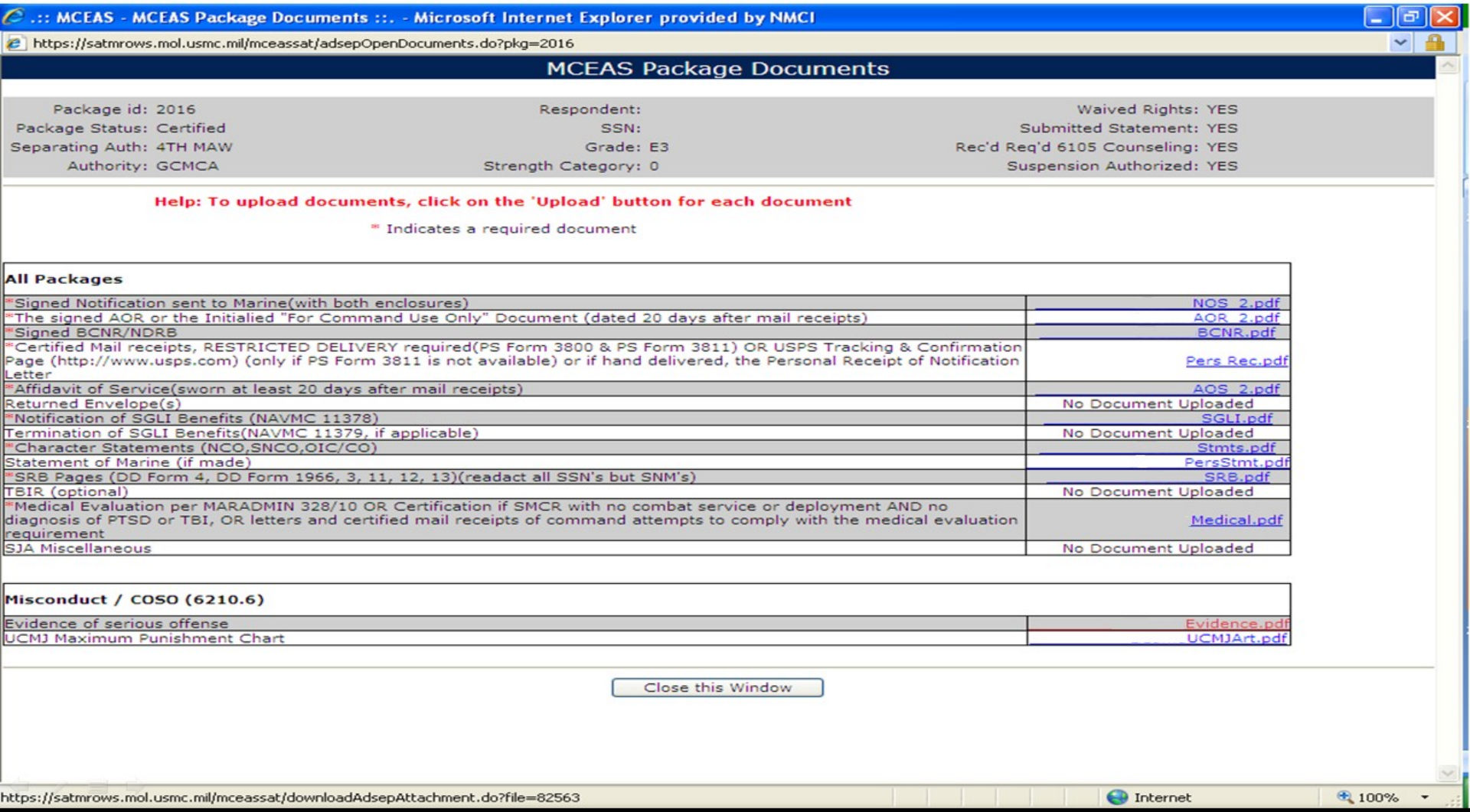
Endorser


Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.2.0.0012 Server: ON Page Refreshed At: 2011/10/17 13:33 CDT
Current Profile: Endorser - 03007 - CMC - ADSEP USERS
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Endorser Inbox >> Endorser Detail
Click "Open Documents" to view attachments.
Endorsements
Open Documents | View Package Details | Package Tracking
Package id: 2016
Package Status: Certified
Separating Auth: 4TH MAW
Authority: GCMCA
Respondent:
SSN:
Grade: E3
Strength Category: 0
Waived Rights: YES
Submitted Statement: YES
Rec'd Req'd 6105 Counseling: YES
Suspension Authorized: YES
SSIC 1910
Office Code (if applicable)
Date 17 Oct 11
From
Title: Commanding Officer
Name: Marine Aircraft Group 41, Fourth Marine Aircraft Wing
Street: NAS FT WORTH JRB BLDG 1068 RM 113
City: FT WORTH
State: TX
Zip: 76127-5000
To
Title: Commanding General
Name: Fourth Marine Aircraft Wing
Street: 2000 Opelousas Avenue, Building 1
City: NEW ORLEANS
State: LA
Zip: 70146-0000
Internet
100%

Endorser



.:: MCEAS - MCEAS Package Documents ::. - Microsoft Internet Explorer provided by NMCI

https://satmrows.mol.usmc.mil/mceassat/adsepOpenDocuments.do?pkg=2016

MCEAS Package Documents

Package id: 2016	Respondent:	Waived Rights: YES
Package Status: Certified	SSN:	Submitted Statement: YES
Separating Auth: 4TH MAW	Grade: E3	Rec'd Req'd 6105 Counseling: YES
Authority: GCMCA	Strength Category: 0	Suspension Authorized: YES

Help: To upload documents, click on the 'Upload' button for each document

* Indicates a required document

All Packages	
*Signed Notification sent to Marine(with both enclosures)	NOS_2.pdf
*The signed AOR or the Initialied "For Command Use Only" Document (dated 20 days after mail receipts)	AOR_2.pdf
*Signed BCNR/NDRB	BCNR.pdf
*Certified Mail receipts, RESTRICTED DELIVERY required(PS Form 3800 & PS Form 3811) OR USPS Tracking & Confirmation Page (http://www.usps.com) (only if PS Form 3811 is not available) or if hand delivered, the Personal Receipt of Notification Letter	Pers Rec.pdf
*Affidavit of Service(sworn at least 20 days after mail receipts)	AOS_2.pdf
Returned Envelope(s)	No Document Uploaded
*Notification of SGLI Benefits (NAVMC 11378)	SGLI.pdf
Termination of SGLI Benefits(NAVMC 11379, if applicable)	No Document Uploaded
*Character Statements (NCO,SNCO,OIC/CO)	Stmts.pdf
Statement of Marine (if made)	PersStmt.pdf
*SRB Pages (DD Form 4, DD Form 1966, 3, 11, 12, 13)(readact all SSN's but SNM's)	SRB.pdf
TBIR (optional)	No Document Uploaded
*Medical Evaluation per MARADMIN 328/10 OR Certification if SMCR with no combat service or deployment AND no diagnosis of PTSD or TBI, OR letters and certified mail receipts of command attempts to comply with the medical evaluation requirement	Medical.pdf
SJA Miscellaneous	No Document Uploaded

Misconduct / COSO (6210.6)	
Evidence of serious offense	Evidence.pdf
UCMJ Maximum Punishment Chart	UCMJArt.pdf

Close this Window

https://satmrows.mol.usmc.mil/mceassat/downloadAdsepAttachment.do?file=82563

Internet 100%

Endorser

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 41, FOURTH MARINE AIRCRAFT WING
NAS FT WORTH JRB BLDG 1068 RM 113
FT WORTH, TX 76127-5000

IN REPLY REFER TO:
1910

22 Jun 2011

FIRST ENDORSEMENT on Commanding Officer, Marine Aircraft Group 41, Fourth Marine Aircraft Wing ltr 1910 of 22 Jun 2011

From: Commanding Officer, Marine Aircraft Group 41, Fourth Marine Aircraft Wing, NAS FT WORTH JRB BLDG 1068 RM 113, FT WORTH, TX 76127-5000

To: Commanding General, Fourth Marine Aircraft Wing, 4400 DAUPHINE STREET, NEW ORLEANS, LA 70146-5450

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF LANCE CORPORAL , USMC

1. I recommend that the subject member be separated with a Other Than Honorable characterization of service.

2. A medical statement is attached to the package indicating LCpl was treated for PTSD. Despite numerous attempts to counsel, treat and rehabilitate SNM for his PTSD, alcoholism and depression, SNM refuses to conform or take responsibility for his actions.

MCEAS Application Roles

STAFF JUDGE ADVOCATE (SJA)

Staff Judge Advocate (SJA)

Marine Corps Electronic Administrative Separations (M

Version: 2.2.2.2.0.0012 Server: ON Page Refreshed At: 2011/10/17 1
Current Profile: SJA - 20016 - CMC - ADSE

Please Select A Menu | Home | Change Profile | Back to MOL | Logout

Menu

User Guide
Pre-Notification Functionality
Post-Notification Functionality
Certifier Functionality
MFR Legal SOP

SJA Menu
-- SJA Inbox

Reports Menu
-- Reports List

Utilities Menu
-- Package Tracking

-- Forms

-- Separation Basis Checklists

Welcome to the MCEAS Home Page

Your Latest Broadcast messages:

2011/10/12	
2011/10/12	
2011/10/11	
	EFFECTIVE IMMEDIATELY All 'Active Duty' MCEAS account requests need to be submitted via email to the MISSA, POC's: MSgt Epps at alan.epps@usmc.mil, Mrs. Patricia Mitchell at Patricia.mitchell@usmc.mil and/or GySgt Winchester at alvin.winchester@usmc.mil. If questions arise the MISSA phone numbers are 816-926-5494 or 7397, however email communication is preferred. All 'Reserve' MCEAS account requests need to be submitted to either MARFORRES, Mr. Barnabi Landry, at barnabi.landry@usmc.mil or 504-697-8368 or the MISSA POC's listed above. Note: A completed DD Form 2875 (SAAR) with the following added in Box 13 needs to be attached to the email: 1) Process administrative separations through Marine Corps Electronic Separation System (MCEAS) as -

Internet

Staff Judge Advocate's Letter

Active Inbox

Package Number	SSN	Name	Package Status	Separation Authority	Days in Certification	Reviewed
2466			Awaiting SJA Review	4TH MAW	25	NO
2451			Awaiting SJA Review	4TH MAW	55	NO
2430			Awaiting SJA Review	4TH MAW	14	NO
2417			Awaiting SJA Review	4TH MAW	57	NO
2404			Awaiting SJA Review	4TH MAW	57	NO
2347			Awaiting SJA Review	4TH MAW	47	NO
2154			Awaiting SJA Review	4TH MAW	57	NO
1912			Awaiting SJA Review	4TH MAW	53	NO
1911			Awaiting SJA Review	4TH MAW	55	NO
1908			Awaiting SJA Review	4TH MAW	30	NO
1343			Awaiting SJA Review	4TH MAW	59	NO
1310			Awaiting SJA Review	4TH MAW	24	NO
1122			Awaiting SJA Review	4TH MAW	59	NO
1040			Awaiting SJA Review	4TH MAW	32	NO
976			Awaiting SJA Review	4TH MAW	57	NO
909			Awaiting SJA Review	4TH MAW	57	NO
673			Awaiting SJA Review	4TH MAW	59	NO
329			Awaiting SJA Review	4TH MAW	32	NO
184			Awaiting SJA Review	4TH MAW	66	NO
171			Awaiting SJA Review	4TH MAW	40	NO

Total Records: 20

Search

By Package Number:

By SSN:

By Last Name:

Display: 50 per page

Search

Staff Judge Advocate's Letter

SJA Inbox >> SJA Detail

Legal Reviews

Open Documents | View Package Details | Package Tracking

Package id: 171	Respondent:	Waived Rights: YES
Package Status: Awaiting SJA Review	SSN:	Submitted Statement: NO
Separating Auth: 4TH MAW	Grade: E2	Rec'd Req'd 6105 Counseling: YES
Authority: GCMCA	Strength Category: 0	Suspension Authorized: YES

SSIC 1910
Office Code (if applicable) SJA
Date 17 Oct 11

Type in Office Code

From
Title: Staff Judge Advocate
Name: Fourth Marine Aircraft Wing
Street: 2000 Opelousas Avenue, Building 1
City: NEW ORLEANS
State: LA
Zip: 70146-0000

To
Title: Commanding General
Name: Fourth Marine Aircraft Wing
Street: 2000 Opelousas Avenue, Building 1
City: NEW ORLEANS
State: LA
Zip: 70146-0000

Recommended Separation Basis
General - Misconduct
Specific - Drug Abuse
Factual - Factual Basis

Least Favorable Characterization of Service Other Than Honorable

Internet 100%

Staff Judge Advocate's Letter

Least Favorable Characterization of Service Other Than Honorable

Retirement Request
Retirement Eligible: NO
Retirement Requested: NO

Transfer to IRR
Res. Non-Obligor: NO
Req. Tr IRR(Notify CG, MOBCOM): NO

Select "Separate or Retain"

*Recommended Action: Separate

Select number of months suspended

Recommended Suspend (in months): NONE

*Recommended Char. of Svc.: Other Than Honorable

Select Char of Service

*Reenlistment Code: RE-4 Lookup Reenlistment Code

Select Reenlistment code

***Separation Program Designator**
Code: Not Set
Narrative Reason: Not Set Lookup SPD Code

Select SPD code

*Comments: Found Sufficient.

Reviewer Comments: Forward for SA approval

Once completed, select Save and next to route to SA.

Signature Block

User must save the package first before previewing the letter(s)

Preview Letter | Next | Save | Save & Close | Return for Correction | Return for Notification

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Staff Judge Advocate

All Packages

*Signed Notification sent to Marine(with both enclosures)	nosp_9_7_2011_8_51_10.pdf	Delete
*The signed AOR or the Initialied "For Command Use Only" Document (dated 20 days after mail receipts)	AOR.pdf	Delete
*Signed BCNR/NDRB	BCNR.pdf	Delete
*Certified Mail receipts, RESTRICTED DELIVERY required(PS Form 3800 & PS Form 3811) OR USPS Tracking & Confirmation Page (http://www.usps.com) (only if PS Form 3811 is not available) or if hand delivered, the Personal Receipt of Notification Letter	Personal Receipt of Notification Letter.pdf	Delete
*Affidavit of Service(sworn at least 20 days after mail receipts)	AOS.pdf	Delete
Returned Envelope(s)	Browse...	Upload
*Notification of SGLI Benefits (NAVMC 11378)	SGLI .pdf	Delete
Termination of SGLI Benefits(NAVMC 11379, if applicable)	Browse...	Upload
*Character Statements (NCO,SNCO,OIC/CO)	Character Statements.pdf	Delete
Statement of Marine (if made)	Browse...	Upload
*SRB Pages (DD Form 4, DD Form 1966, 3, 11, 12, 13)(readact all SSN's but SNM's)	SRB.pdf	Delete
TBIR (optional)	TBIR.pdf	Delete
*Medical Evaluation per MARADMIN 328/10 OR Certification if SMCR with no combat service or deployment AND no diagnosis of PTSD or TBI, OR letters and certified mail receipts of command attempts to comply with the medical evaluation requirement	no deploy_9_7_2011_8_19_47.pdf	Delete
SJA Miscellaneous	Browse...	Upload

Misconduct / Drug Abuse (6210.5)

*Naval Message/Results Report (redact all SSN's but SNM's from all docs)	results_9_7_2011_7_51_34.pdf	Delete
*Drug Ledger/Drug Register	drug register_9_7_2011_7_54_9.pdf	Delete
*Chain of Custody Document(DD Form 2624) page 1 & 2	2624_9_7_2011_7_52_53.pdf	Delete
Page 11 entry and drug dependency screening as required by MARCORSEPMAN 6210.5d.	SACC 6105.pdf	Delete
*Substance Abuse Counseling Center (SACC) screening per 6210.5d	SACC Screening.pdf	Delete

Previous | Return for Correction | Return for Notification | Approve

Internet

Staff Judge Advocate (SJA)

UNITED STATES MARINE CORPS
FOURTH MARINE AIRCRAFT WING
2000 Opelousas Avenue, Building 1
NEW ORLEANS, LA 70146-0000

IN REPLY REFER TO:
1910
SJA
17 Oct 2011

MEMORANDUM OF REVIEW

From: Staff Judge Advocate, Fourth Marine Aircraft Wing, 2000 Opelousas Avenue, Building 1, NEW ORLEANS, LA 70146-0000
To: Commanding General, Fourth Marine Aircraft Wing, 2000 Opelousas Avenue, Building 1, NEW ORLEANS, LA 70146-0000

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF PRIVATE FIRST CLASS , USMCR

1. SJA Opinion under paragraph 6308.1c of MCO P1900.16 (MARCORSEPMAN): the proceedings have been reviewed and found sufficient in law and in fact.

2. Recommended basis for discharge: Misconduct / Drug Abuse

3. Recommended characterization of discharge: Other Than Honorable

4. Suspension: None

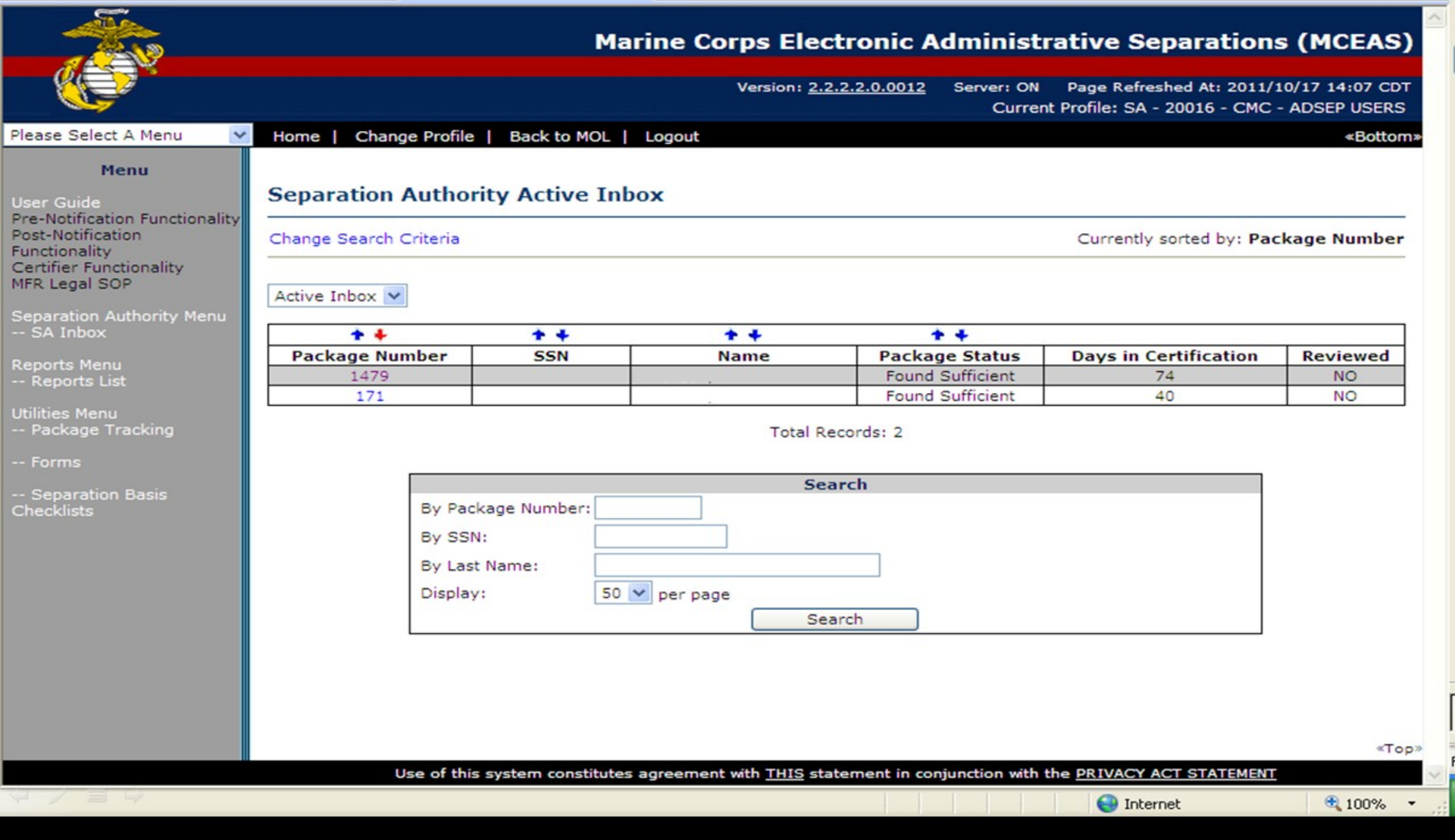
5. SJA Comments: Found Sufficient.

6. The Respondent is a SMCR Marine with no combat service or deployment, and no diagnosis of PTSD or TBI. Therefore, Respondent is exempt from the medical evaluation requirements of MARADMIN 328/10.

MCEAS Application Roles

SEPARATION AUTHORITY (SA)

Separating Authority



Separating Authority

Least Favorable Characterization of Service Other Than Honorable

Medical Evaluation

☐ Marine is diagnosed with a PTSD or TBI contributing factor

Retirement Request

Retirement Eligible: NO
Retirement Requested: NO

Transfer to IRR

Res. Non-Obligor: NO
Req. Tr IRR(Notify CG, MOBCOM): NO

Separation Authority will make the final determination but the values are defaulted to what the SJA input.

Selecting the "Approve" button to close the package.

***Recommended Action** Separate

Recommended Suspend (in months) NONE

***Recommended Char. of Svc.** Other Than Honorable

***Reenlistment Code** RE-4 Lookup Reenlistment Code

***Separation Program Designator**

Code: HKA1
Narrative Reason: MISCONDUCT Lookup SPD Code

Reviewer Comments

Signature Block

User must save the package first before previewing the letter(s)

Save | Save & Close | Return to SJA | Readdress | Approve

Final Discharge Authority

UNITED STATES MARINE CORPS
FOURTH MARINE AIRCRAFT WING
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5450

IN REPLY REFER TO:
1900
05 March

FINAL ENDORSEMENT on Commanding Officer, 4th Marine Aircraft Wing Training Support Group ltr 1900/S-1 of 23 January 2009

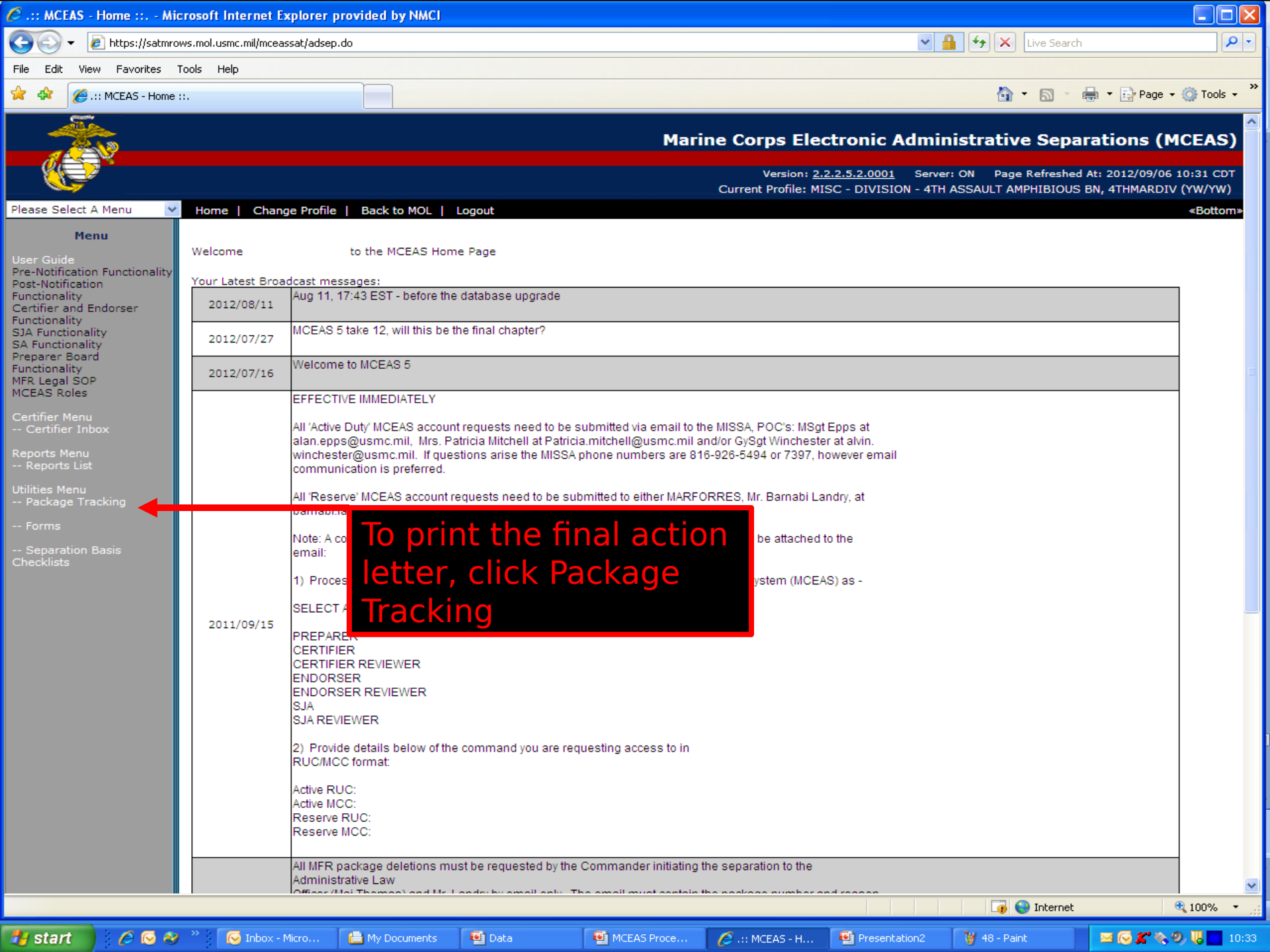
From: Commanding General, Fourth Marine Aircraft Wing, 4400 DAUPHINE STREET, NEW ORLEANS, LA 70146-5450
To: COMMANDANT OF THE MARINE CORPS (MMSB-20), HEADQUARTERS, U.S. MARINE CORPS, QUANTICO, VA 22134-5002

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF PRIVATE FIRST CLASS , USMCR

Ref: (a) MCO P1900.16 (MARCORSEPMAN)

1. Readdressed and forwarded for filing in accordance with section 6311.6 of reference (a).

2. The recommendation that the respondent be administratively discharged from the United States Marine Corps Reserve is approved. By copy of this letter, the Respondent's Commanding Officer is directed to take those administrative steps necessary to effect subject Marine's separation within 20 days from the date of receipt of this letter under the following criteria:


.:: MCEAS - Home ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep.do
File Edit View Favorites Tools Help
.:: MCEAS - Home ::.
Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/06 10:31 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Menu
User Guide
Pre-Notification Functionality
Post-Notification Functionality
Certifier and Endorser Functionality
SJA Functionality
SA Functionality
Preparer Board Functionality
MFR Legal SOP
MCEAS Roles
Certifier Menu
-- Certifier Inbox
Reports Menu
-- Reports List
Utilities Menu
-- Package Tracking
-- Forms
-- Separation Basis Checklists
Welcome to the MCEAS Home Page
Your Latest Broadcast messages:
2012/08/11 Aug 11, 17:43 EST - before the database upgrade
2012/07/27 MCEAS 5 take 12, will this be the final chapter?
2012/07/16 Welcome to MCEAS 5
EFFECTIVE IMMEDIATELY
All 'Active Duty' MCEAS account requests need to be submitted via email to the MISSA, POC's: MSgt Epps at alan.epps@usmc.mil, Mrs. Patricia Mitchell at Patricia.mitchell@usmc.mil and/or GySgt Winchester at alvin.winchester@usmc.mil. If questions arise the MISSA phone numbers are 816-926-5494 or 7397, however email communication is preferred.
All 'Reserve' MCEAS account requests need to be submitted to either MARFORRES, Mr. Barnabi Landry, at
Note: A co
be attached to the email:
1) Proces
ystem (MCEAS) as -
SELECT A
2011/09/15
PREPARER
CERTIFIER
CERTIFIER REVIEWER
ENDORSER
ENDORSER REVIEWER
SJA
SJA REVIEWER
2) Provide details below of the command you are requesting access to in RUC/MCC format:
Active RUC:
Active MCC:
Reserve RUC:
Reserve MCC:
All MFR package deletions must be requested by the Commander initiating the separation to the Administrative Law
To print the final action letter, click Package Tracking
Internet
100%
start
Inbox - Micro...
My Documents
Data
MCEAS Proce...
.:: MCEAS - H...
Presentation2
48 - Paint
10:33

Marine Corps Electronic Administrative Separations (MCEAS)

Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/06 10:35 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)

Package Tracking

Change Search Criteria

Currently sorted by: **Package Number**

Active Inbox

Package Number	SSN	Name	Package Status	Separation Authority	Separation Paragraph(s)	Specific Separation Basis
4006			Separate	MARFORRES	6210.5	Drug Abuse
7655			Printed Notification	MARFORRES	6210.3, 6210.6	Pattern of Misconduct
1215			Finalized	MARFORRES	6210.3	Pattern of Misconduct

Total Records: 3

Select the approved package.

Search

By Separation Paragraph:
By Specific Separation Basis:
Display: 10 per page
Search

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

.:: MCEAS - MCEAS Tracking History ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_tracking_detail.do?packageId=1015

MCEAS Tracking History

Open Documents | View Package Details

Package id: 1015	Respondent:	Waived Rights: NO
Package Status: Finalized	SSN:	Submitted Statement: NO
Separating Auth: MARFORRES	Grade: E5	Rec'd Req'd 6105 Counseling: YES
Authority: GCMCA	Strength Category: 0	Suspension Authorized: YES

*All Action Date/Times are relative to this profile's Command association

Package History

Route Type	Action	Action Date/Time	Last Name	Rank	Command Name	Comments (max 4000 chars)
Separation Authority	Routed	2011/02/25 12:44		CPL	MARFORRES	
Staff Judge Advocate	Routed	2011/02/25 12:44		CPL	MARFORRES	
Certifier / Unit CO	Routed	2011/02/25 12:44		CPL	HQBN, MFR	
Preparer Post-Notify	Approve	2011/02/25 12:44		CPL	4TH MAW	

Click View Package Details

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.:: MCEAS - Personnel Data ::. - Microsoft Internet Explorer provided by NMCI
https://satmrows.mol.usmc.mil/mceassat/adsep_view_package_detail.do?packageId=4006

Personnel Data

Open Documents | Print Final Action

Click Print Final Action

Package id: 4006	Respondent:	Waived Rights: YES
Package Status: Separate	SSN:	Submitted Statement: NO
Separating Auth: MARFORRES	Grade: E5	Rec'd Req'd 6105 Counseling: NO
Authority: GCMCA	Strength Category: 0	Suspension Authorized: YES

Display Section: Personnel Data

Initiating Command:	HQBN, MFR
Custody:	NA

Respondent's Home Address

Street:	
City:	
State:	
Zip:	
Home Phone:	(000) 000-0000
Work Phone:	

Assigned Command

RUC:	20016
MCC:	1GH
Name:	Headquarters Battalion, Marine Forces Reserve
City:	NEW ORLEANS
State:	LA
Billet:	4422
Primary MOS:	4421
Rank:	Sergeant
Date of Rank:	2009/10/01
Component:	USMC

Component Code

Active:	B2
Reserve:	B2

Expiration of Current Contract

Active:	2012/06/12
Reserve:	2012/06/12
End of Active Service:	2012/06/12

Record Status

Active:	0
Reserve:	0
Pay Entry Base Date:	2003/01/27
Date of Birth:	1982/10/14

Pro/Con Marks

Date	Conduct	Proficiency	Occasion

Personal Awards

Award Date	Award Name
2009/12/16	NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

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QUESTIONS?